



Western Nevada College

# ACADEMIC PROGRAM *Guide*



*Start Here - Go Anywhere*

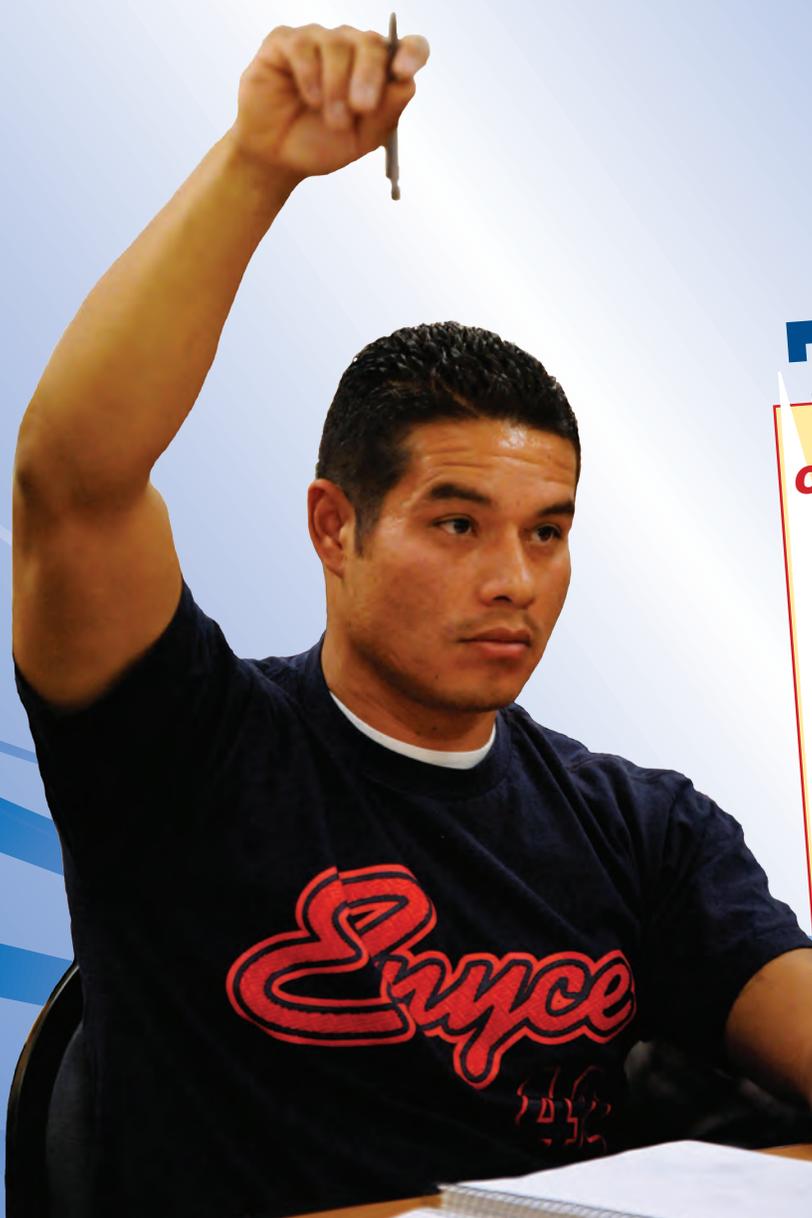
**Fall 2013-Summer 2014**

**[www.wnc.edu](http://www.wnc.edu)**

# Start Here - - -

## **Academic Programs** - *to fit your needs*

Western Nevada College offers academic degrees and programs to meet a variety of educational goals. You may wish to learn technical skills or work toward a career or, you may be preparing for transfer to a four-year college or university. A number of one-year certificates are also offered in technical areas. Inside you will find specific information about each degree or certificate. WNC is here to help you make important decisions about your future, and prepare for success!



## Tip

### **CHECKLIST FOR SUCCESS...**

- APPLY FOR ADMISSION
- TAKE PLACEMENT TESTS
- MEET WITH A COUNSELOR
- APPLY FOR FINANCIAL AID
- REGISTER FOR CLASSES
- ATTEND AN ORIENTATION
- PAY BY THE DEADLINE

### **INFORMATION**

Carson Campus - 445-3000  
Douglas Campus - 782-2413  
Fallon Campus - 423-7565

[www.wnc.edu](http://www.wnc.edu)

# Go Anywhere

## Tip

### **STEPS ALONG THE WAY...**

Choose the items below that pertain to you. (You may not need all of these)

- See a counselor
- Develop an educational plan
- Visit the Student Center at WNC Carson
- Get a free planner & an ID card
- Sign up for a Fitness Center membership in the Student Center
- Apply early for financial aid- [www.wnc.edu/student-services/financial](http://www.wnc.edu/student-services/financial)
- Apply for scholarships by April 1 - [www.wnc.edu/student-services/financial](http://www.wnc.edu/student-services/financial)
- Arrange for child care, if needed
- Join a student club or organization
- Visit Veterans Services located in the Financial Aid office
- Use the library for study and research
- Visit the Academic Skills Center for FREE tutoring



# Career Degrees

## OCCUPATIONAL PROGRAMS & EMPHASES

WNC offers two-year career preparation programs in many areas. Students learn technical skills that lead to jobs and earn a two-year Associate of Applied Science degree. Choose from many career areas.

A four-year Bachelor of Technology degree in Construction Management is also available to help students climb a career ladder from learning basic construction skills, to becoming a construction manager.

### Bachelor of Technology Degree

- Construction Management

### Associate of Applied Science Degree

- Accounting
- Automotive Mechanics
- Business
- Deaf Studies
- Computer Networking Technology
- Criminal Justice, Law Enforcement/ Academy
- Graphic Communications
- Management
- Nursing
- Technology - Automated Systems
- Technology - Construction
- Technology - General Industrial
- Technology - Machine Tool
- Technology - Welding

**New**

**CAREER PATHWAYS ...**  
An online road map for career exploration.  
Read more . . . page 3.



**CAREERS**  
APPLIED DEGREES

# Skill Development

## Associate of General Studies Degree

This general degree fits a wide variety of needs. See a counselor for details.

## Certificate of Achievement

One-year academic programs that provide specific career skills.

- American Sign Language
- Automotive Mechanics
- Bookkeeping
- Business
- Computer Technology, Network Support Technician
- Computer Technology, System Administration Technician
- Criminal Justice, Law Enforcement/Academy
- Criminal Justice, 9-1-1 Dispatch Telecommunications
- Early Childhood Education
- Graphic Communications
- Machine Tool Technology
- Retail Management
- Welding Technology

## Workforce Certifications

- 9-1-1 Dispatch Training
- Automotive Service Excellence (ASE)
- Bookkeeping
- Certified Inspector of Structures
- Certified Nursing Assistant
- Cisco Certified Networking Associate
- CompTIA Security+
- Deaf Studies - Interpreting
- Emergency Medical Services
- Microsoft Certified Technology Specialist
- Microsoft Certified IT Specialist
- Phlebotomy/Venipuncture
- Teacher Education
- Welding Certification
- Western Nevada State Peace Officer Academy

# New

**DEAF STUDIES-INTERPRETING ...**  
Certification Preparation readies students  
for a career working with the deaf.  
Read more ... page 2.



# CAREERS

CERTIFICATIONS

# Transfer Degrees

## TRANSFER PROGRAMS & EMPHASES

WNC attracts a large number of students who plan to earn a baccalaureate degree from another four-year college or university. They elect to begin their college education at WNC for many reasons, including lower tuition costs, smaller class sizes, flexible class times, and a personalized learning environment.

The Associate of Arts and Associate of Science degrees are primarily for the student who plans to transfer from WNC to a four-year college or university to pursue a baccalaureate degree in liberal arts, sciences, humanities, math or related areas.

These programs of study can provide the first one or two years of a four-year degree. Students can choose courses that will apply to their desired major.

### Associate of Arts

- Criminal Justice Emphasis

### Associate of Science

*Prepare for these areas of study*

#### ASSOCIATE OF ARTS DEGREE

- Accounting
- Accounting Information Systems
- Agriculture Science
- Anthropology
- Art
- Art History
- Communication Studies
- Community Health Sciences
- Criminal Justice
- Criminal Justice (PreLaw)
- Economics
- English
- Environmental Science
- Finance
- Forest Management & Ecology
- French
- General Business
- General Studies
- Geography
- History
- Human Development & Family Studies
- Information Systems
- Integrated Elementary Teaching
- International Affairs
- International Business
- Journalism
- Management
- Marketing
- Music
- Music Education
- Music: Applied
- Nursing
- Philosophy
- Philosophy (Ethics, Law & Politics)
- Political Science
- Psychology
- Rangeland Ecology & Management
- Secondary Education
- Social Work
- Sociology
- Spanish
- Speech Pathology
- Theatre
- Veterinary Science
- Women's Studies

## Start Here-Go Anywhere

How WNC Courses Transfer  
[wnc.edu/academics/catalog/transfer/](http://wnc.edu/academics/catalog/transfer/)

# Tip

**CHECKLIST FOR SUCCESS...**  
Students who plan to transfer should work closely with a WNC counselor and also keep in contact with their intended transfer institution.

#### ASSOCIATE OF SCIENCE DEGREE

- Atmospheric Science
- Biochemistry & Molecular Biology
- Biology
- Chemical Engineering
- Chemistry
- Civil Engineering
- Computer Science & Engineering
- Ecohydrology
- Electrical Engineering
- Engineering Physics
- Environmental Engineering
- Environmental Science
- Geological Engineering
- Geology
- Geophysics
- Hydrogeology
- Materials Science & Engineering
- Mathematics
- Mechanical Engineering
- Metallurgical Engineering
- Mining Engineering
- Neuroscience
- Nutrition
- Physics
- Wildlife Ecology & Conservation

# CAREERS

MAJORS

# Find What You Need

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## COLLEGE MISSION

Western Nevada College inspires success in our community through opportunities that cultivate creativity, intellectual growth and technological excellence, in an environment that nurtures individual potential and respects differences.

## COLLEGE GOALS

- Student Success**
  - WNC students graduate with a degree or certificate
  - WNC students engage in the college experience
- Institutional Excellence**
  - WNC is the educational institution of choice in western Nevada
  - All academic programming is of the highest quality
  - All support programs and services meet the needs of the WNC community
  - WNC has an exemplary system of governance and management
  - WNC strives for institutional sustainability
- One College Serving Many Communities**
  - WNC promotes access to higher education in western Nevada
  - WNC serves as a catalyst for personal and community enrichment
  - WNC promotes community connections



Members of the Associated Students of Western Nevada

## NON-DISCRIMINATION STATEMENT

WNC is guided by the principle that there shall be no difference in the treatment of persons because of race, religion, color, age, gender, including a pregnancy-related condition, sexual-orientation, military status or military obligations, disability, including veterans with service-connected disabilities, or national origin, and that equal opportunity and access to facilities shall be available to all. Similarly, there shall be no difference in the treatment of persons who file charges of discrimination, participate in a discrimination proceeding, or otherwise oppose discrimination. It is our policy to comply fully with the non-discrimination provision of all state and federal regulations with regard to recruitment, admission, financial aid, activities, hiring, promotions, training, terminations, benefits and compensation.



Students 'Stack the Stands' to cheer on the Wildcats.

# New Deaf Studies Program

## Readies Students for Work

*Beginning in fall 2013*, Western Nevada College will offer a newly revised degree and a certification preparation sequence for students interested in working with the deaf and hard of hearing. The new curriculum ladders coursework so that students can prepare for a Certificate of Completion in Interpreting, which can be put to immediate use in the job market. Then, students may continue their education, working toward an American Sign Language Certificate of Achievement, and ultimately earning an Associate of Applied Science degree in Deaf Studies.

Students who complete WNC's interpreting certification preparation acquire the skills necessary to take the Educational Interpreter Performance Assessment for educational interpreting, or the National Interpreter Certification exam, for community interpreting.

"In today's economy it is rare to find a field in which there is high demand," said Professor of Deaf Studies Cindy Frank. "But, educational and community sign language interpreters are in very high demand throughout the United States and Canada."

The courses completed for the certification preparation sequence can be applied toward a WNC Certificate of Achievement, which provides basic interpersonal conversation

skills. With American Sign Language being the third most used language in the United States, employees who can demonstrate these bilingual skills are always in demand.

The Associate of Applied Science in Deaf Studies degree provides students with a strong linguistic and cultural foundation, enabling them to enter any career profession that works

with people who are deaf or hard of hearing. Students seeking the AAS degree will acquire fluency in American Sign Language and educational approaches in language development.

Students will study the rich cultural and historic aspects of the deaf community and will learn about the current issues facing the deaf or hard of hearing.

Western has helped nearly 200 students receive employ-

ment in this field, and the new curriculum offers students a clear path to completing a degree, with career advancing training that can help put them to work. Upon earning the AAS, students can pursue careers in educational or community interpreting, Certified deaf interpreting or take the foundational skills and apply them to teaching, speech and language pathology, social work, psychology or any occupation that interacts with the deaf community.

Professor of Deaf Studies  
Cindy Frank

*"In today's economy it is rare to find a field in which there is high demand."*



### Program Information:

Associate of Applied Science - Deaf Studies • See page 22

Certificate of Achievement - American Sign Language • See page 32

Certification Preparation - Interpreting • See page 39



# Career Pathways...

## New Virtual Roadmap Helps Students Plan for Technology Jobs



*A pathway to career success* in technical fields is now just a few clicks away on Western Nevada College's website. WNC has implemented Career Pathways, a student-oriented guide and roadmap that assist adults and youth in their professional development to achieve college degrees, certificates and industry credentials, easing their transition into the workforce.

Viewers will find a series of connected education programs, training possibilities and support services to plan for a technical career. This all-in-one-spot for career planning can lead students to demand occupations, increased wages and lifelong learning.

Instead of being led on a paper trail to reach their goals, students now can use WNC's interactive website to become informed about their career choices. They can explore career clusters in business and marketing, health science and public safety, information and media technologies, and skilled and technical sciences. Additional resources are at the user's fingertips, including links to current job openings.

"This is a wonderful addition to the existing college advising and instructional support services," said Connie Capurro, WNC Vice President of Academic and Student Affairs. "Career Pathways integrates instruction, hands-on training and student support. It's an additional tool to help students look at a variety of training, degree and certificate options."

The program not only offers students a visual presentation of their career interest, it identifies employment opportunities in real-time.

"We're looking to promote program areas to new students," said Kevin Edwards, Tech Prep coordinator at WNC. "A lot of times students will have a list of classes they need to take, but young people now want to know what jobs they might lead to, and the possible outcomes.

"College can be intimidating, and we want to break down some of those barriers. You have to have a vision for yourself as a student," Edwards said.

It also can help a student who hasn't decided on a career, providing the latest information to help make an informed decision.

"The program broadens the options for students who come to college with limited knowledge of careers that might fit their interests and their skill set," Capurro said.

"We are working on breaking down stereotypes. We are helping young people understand that they don't have to get a four-year bachelor's degree to become successful," Edwards said.

Resources such as the United States Department of Labor or the U.S. Census Bureau pinpoint the fastest-growing job occupations to help determine a career pathway. These statistics can also provide a vision for how colleges such as WNC can design or adjust their training programs.

## CAREER PATHWAYS

are available online for:

- Accounting
- Automotive Mechanics
- Business
- Computer Technology
- Construction Technology
- Criminal Justice
- Graphic Communications
- Machine Tool Technology
- Nursing
- Welding Technology

[www.wnc.edu/career\\_pathways/](http://www.wnc.edu/career_pathways/)



# New Technology Degree

## Responds to Local Industry Needs

*This fall*, Western Nevada College will begin offering a new Associate of Applied Science - Technology degree that teaches students broad-based technical skills, giving them an edge in today's workforce. The degree has five individual emphases, including **automated systems, construction, general industrial technology, machine tool and welding**. The emphases allow students to choose a specialization that best fits their career interests or strengths, while incorporating a sampling of each of technology to help them develop well-rounded, employable skills.

Professor of Computer Information Technology Emily Howarth has worked extensively on the development of the new degree, and is energized by the way that it responds to the employment needs of northern Nevada.

"We recognize that a student who has seen the theory and practiced the skills of more than one line of work has the best chance of being an asset to an employer," says Howarth. "The economic climate has caused a shift in the needs of businesses and manufacturers. Rather than investing in new equipment, they are finding more value by investing in people who can

*"The economic climate has caused a shift in the needs of businesses & manufacturers."*

operate and maintain the equipment they already have. The technology degree offers students the opportunity to train to meet the demands of our local industries."

Automated systems and general industrial technology are newly added emphases for the college, while the construction, machine tool and welding emphases are redeveloped versions of existing WNC programs.

"The goal is to help diversify the workforce," says Howarth. "Students can try different skills; they are not locked into a singular expertise."

The curriculum adds courses in drafting and applied industrial technology to the existing emphases to provide students

with a more diverse skill set. New classes in pneumatics and hydraulics will be available, and shop mathematics and technical

writing have been added to teach students practical math and English skills for the workplace.

The AAS Technology degree also offers a great amount of flexibility for students, enabling them to complete degree requirements more quickly. Some classes can be taken online, and because of the hands-on nature of these trades, WNC is able to offer day and evening open labs, allowing students to complete coursework at times that don't conflict with work or family schedules. Course options also tie to the Tech Prep program for students who enter degree programs through Fast Track classes while still in high school.

"The degree allows the college to maintain an identity as a vocational training facility," Howarth said. "There are many embedded opportunities for nationally recognized industry certifications along the way, and Certificate of Achievements for each specialization will be updated soon" says Howarth.

### INFORMATION

Schedule an appointment to meet with a counselor . . . 445-3267

### Degree Specializations:

- Automated Systems • See page 16
- Construction • See page 20
- General Industrial • See page 24
- Machine Tool • See page 25
- Welding • See page 30



# GENERAL EDUCATION

General Education is an essential element of all degree programs and certificates of achievement offered at WNC. These courses seek to provide students with critical skills that will benefit them

in their personal and professional lives. All courses used to fulfill general education requirements should specify the general education student learning outcomes that are relevant to the course.



## GENERAL EDUCATION - Mission & Outcomes

**Mission:** The mission of general education at WNC is to provide students who complete degrees and certificates of achievement with critical life skills that will benefit them in their personal and professional endeavors.

**Student Learning Outcomes:** Students who complete a degree at WNC are expected to demonstrate:

- college-level skills in reading, writing and oral communication appropriate to their degree and/or emphasis.
- appropriate college-level mathematical skills.
- problem solving, creative and critical thinking skills.
- effective and efficient learning skills, including the location and evaluation of information.
- knowledge of the basic principles and processes of government at local, state and national levels.
- an understanding of scientific inquiry and the role of science and technology in the modern world.
- an understanding of the methods of social science principles and their application in social and civic engagement.
- an understanding of fine arts or performing arts.
- an understanding of the importance of cultural traditions, diversity and ethics in the modern world.

Students completing a certificate of achievement at WNC are expected to demonstrate appropriate communication, computational and human relations skills.

# TRANSFER DEGREES

Associate of Arts • Associate of Science

WNC students may select a course of study that enables them to complete some or all of the lower division requirements for a four-year degree from the list of transfer programs at the University of Nevada, Reno, University of Nevada, Las Vegas, Nevada State College or other schools. Recent surveys of WNC students show they have transferred to colleges throughout the country including: UNR; UNLV; Nevada State College; Southern Utah University; University of New Mexico; Arizona State University; California State University, Sacramento; University of California at Berkeley; University of Kentucky; University of Southern California; Truckee Meadows Community College; University of Phoenix; Cosumnes River College-Los Rios; Lake Tahoe Community College; Great Basin College, Salt Lake Community College, and many more.

Every year, large numbers of WNC students successfully transfer to other schools. Each school has its own specific requirements and recommended electives for its various degrees. Community college students who plan to transfer to the University of Nevada, Reno, University of Nevada, Las Vegas or Nevada State College and who did not complete the university entrance requirements in high school must complete a minimum of 24 transferable units with a minimum 2.5 grade point average. *Students who earn an Associate of Arts or Associate of Science degree will be admitted to an NSHE university or state college regardless of their grade point average.*

## SPOTLIGHT

### CAREER AMBITIONS

#### Come to Light for 1996 High School Graduate

*As a young parent and high school graduate*, Daren Kight knew he wanted more for himself and his family. He wanted a career. More than a decade later, Kight is on course to reach that goal as a Western Nevada College student and the 2013 recipient of the Nevada System of Higher Education

“I wasn’t big on high school. That wasn’t the highlight of my life,” Kight said. “I had a lot of fears when I started at WNC with the one class. At the same time, I have children, I was working and my wife was working ... I didn’t know how it was all going to work out. Every semester I realized I could do more.

In hindsight, Kight said perseverance through difficult times eventually pays off.

His academic record and the assistance he has given to new and prospective students are, in part, why the WNC sophomore was selected as a Regents’ Scholar winner. The Carson City resident will receive a \$5,000 stipend to use toward his future education

costs, and he’ll be one of nine top scholars statewide honored during an awards ceremony in May in Reno.

After graduating from WNC in the fall, Kight plans to enroll at the University of Nevada, Reno, where he will work toward a Bachelor of Social Work degree.

“I know when I get to UNR, (the award is) something that will be on my transcript. The (social worker school) is something that I have to apply for ... it’s not easy to get in,” Kight said.

*"No matter how hard something might get, keep trying and try again until you succeed."*

Regents' Scholar Award.

The 1996 Carson High School graduate initially enrolled at WNC in 2009. Since resuming his education, Kight has been highly successful in the classroom, and discovered a career ambition while working in the college’s counseling office.

“What better way to help people than through social work,” Kight said. “The field is so broad — veterans and school districts — just about everything has social work involved in it.”

In his role at the counseling office, Kight can provide nervous prospective students a comforting perspective and help them understand that their anxiety isn’t uncommon.

Kight recalls how nervous he was when he decided to give up his job in Christian fellowship and return to school.



# Associate of Arts

## A TRANSFER DEGREE

The Associate of Arts degree is primarily for students planning to transfer with junior standing to a four-year college or university for a baccalaureate degree. It can be used to transfer into a wide variety of majors depending on the courses selected. Satisfactory completion of an AA degree guarantees completion of the lower division general education requirements at UNR, UNLV or NSC.

Courses with a number under 100 (such as ENG 95) are not applicable toward the Associate of Arts degree. All courses to be counted toward this degree must be university transferable.

Courses that are not transferable to an NSHE institution do not apply towards an Associate of Arts degree and are indicated as a nontransferable course attribute in the myWNC course catalog.

A maximum of six units of special topics classes in one subject area may apply toward any WNC degree.

Students intending to transfer to other schools should see a counselor or follow the catalog of the transfer school.

### ASSOCIATE OF ARTS DEGREE REQUIREMENTS

**REQUIREMENTS:** A minimum of 60 units chosen from the following:

**ENGLISH/COMMUNICATIONS REQUIREMENTS** - 6–8 units.

English: 100 or 101, 102

**FINE ARTS REQUIREMENT** - 3 units.

Art: 100, 101\*, 124, 160, 224, 260, 261

Dance: 101

Humanities: 101

Music: 111, 121, 124, 125, 134

Music: Ensemble: 101\*

Theatre: 100, 105\*, 180

\* Course may not meet the fine arts requirement at all universities. Please see a counselor.

**HUMANITIES REQUIREMENT** - 6 units.

Core Humanities: 201, 202

English: 200, 223, 250, 261, 266, 267, 271, 275

History: 105, 106, 207, 247

Philosophy (except for PHIL 102, 114)

UNR transfer students: Choose one from Group A and one from Group B.

Group A:

Core Humanities 201

History 105

Philosophy 200

Group B:

Core Humanities 202

History 106

Philosophy 207

**MATHEMATICS REQUIREMENT** - 3 units.

Mathematics: 120, 126, 127, 128, 176, 181, 182, 283, 285

Statistics: 152

**SCIENCE REQUIREMENT** - 6 units.

One lab science course recommended.

Anthropology: 102, 110L

Astronomy: 109, 110, 120

Atmospheric Sciences: 117

Biology: 100, 113, 190 & 190L, 191 & 191L, 200

Chemistry: 100, 121, 122

Environmental Studies: 100

Geology: 100, 101, 102, 103, 105, 127, 132, 201

Geography: 103, 104

Nutrition: 121

Physics: 100, 151, 152, 180 & 180L, 181 & 181L, 182 & 182L

**SOCIAL SCIENCES REQUIREMENT** - 3 units.

Choose from the following list.

Anthropology: 101, 201, 202, 210, 212

Core Humanities: 203

Criminal Justice: 101, 102, 220, 230, 270

Economics: 100, 102, 103

Geography: 106, 200

History: 101, 102, 111, 217, 295

Political Science: 103, 105, 108, 208, 231, 295, 299

Psychology (except for PSY 210)

Sociology (except for SOC 210)

**U.S. & NEVADA CONSTITUTION REQUIREMENTS** - 3 or 6 units.

Must meet both requirements. Choose from:

Core Humanities: 203

History: 111

History: 101 & 102

History: 101 & 217

Political Science: 103

History and Political Science Combination (History 101 and Political Science 208)

**TRANSFER REQUIREMENTS OR GENERAL ELECTIVES** - 25–30 units.

Students should utilize this area to take courses that meet requirements for their major at their intended transfer school. Those who have not yet selected a major may choose from among any university transferable courses to explore their options. Students planning to transfer to the University of Nevada, Reno should obtain a transfer handout from WNC Counseling Services or the UNR Transfer Center.

#### ASSOCIATE OF ARTS - Mission & Outcomes

**MISSION:** The purpose of the Associate of Arts degree is to provide the academic knowledge and skills for successful transfer to meet higher educational goals.

**STUDENT LEARNING OUTCOMES:** Students who complete an Associate of Arts degree at WNC are expected to demonstrate that they:

- have met the general education student learning outcomes.
- know the subject matter appropriate to the emphasis of the degree.
- can succeed at their transfer institutions.



**CRIMINAL JUSTICE**

## Associate of Arts Degree

The Criminal Justice transfer degree is an Associate of Arts degree for students who are planning to transfer to the University of Nevada, Reno, the University of Nevada, Las Vegas, or any other four-year institution.

**Salary:** \$61,280-\$92,910 / year (Nevada)

**Career Outlook:** Depends on specialization; demand is strong for investigators & detectives in a security conscious society

**Good To Know:** Must enforce laws, gather facts & evidence; may also work with the public

**WNC Academic Division:** Career and Technical Education

**Total Requirements:** 60 units

Program Requirements		21–24 Units
CRJ 101	Introduction to Criminal Justice I	3
CRJ 102	Introduction to Criminal Justice II	3
CRJ 106 or CRJ 211	Introduction to Corrections Police in America	3
CRJ 164	Principles of Investigation	3
CRJ 222 or CRJ 220 & CRJ 230	Criminal Law and Procedure Criminal Procedures Criminal Law	3-6
CRJ 225	Criminal Evidence	3
CRJ 270	Introduction to Criminology	3

General Education Requirements		36–39 Units
English/Communications Requirements: <i>ENG 101&amp;102 Required</i>		6
Fine Arts Requirement		3
Humanities Requirement		6
Mathematics Requirement		3
Science Requirement		6
Social Sciences Requirement		3
U.S. and Nevada Constitution Requirement		3
General Electives		6–9
Recommended: ANTH 101, CPD 116, CPD 117, PSY 101, PSY 233, PSY 234, PSY 280, SOC 101, SW 230, up to eight units of Spanish courses		
<i>A list of all courses filling general education requirements for the Associate of Arts can be found on the Associate of Arts page.</i>		

## CRIMINAL JUSTICE - Suggested Course Sequence

FIRST SEMESTER	Completed	THIRD SEMESTER	Completed
CRJ 101	3 <input type="checkbox"/>	CRJ 225	3 <input type="checkbox"/>
CRJ 106 or CRJ 211	3 <input type="checkbox"/>	CRJ 270	3 <input type="checkbox"/>
ENG 101	3 <input type="checkbox"/>	General Education Courses	6 <input type="checkbox"/>
General Education Courses	6 <input type="checkbox"/>	Program Elective	3 <input type="checkbox"/>
SECOND SEMESTER	Completed	FOURTH SEMESTER	Completed
CRJ 102	3 <input type="checkbox"/>	CRJ 222	3 <input type="checkbox"/>
CRJ 164	3 <input type="checkbox"/>	General Education Courses	9 <input type="checkbox"/>
ENG 102	3 <input type="checkbox"/>	Program Elective	3 <input type="checkbox"/>
General Education Course	3 <input type="checkbox"/>		
Program Elective	3 <input type="checkbox"/>		

**ASSOCIATE OF ARTS - CRIMINAL JUSTICE - Mission & Outcomes**

**Mission:** The purpose of the Associate of Arts degree is to provide the academic knowledge and skills for successful transfer to meet higher educational goals.

**Student Learning Outcomes:** Students who complete their Associate of Arts degree in Criminal Justice are expected to demonstrate that they can

- Meet the general education requirements of WNC
- Maintain proper professional attitude for law enforcement
- Articulate the legal requirements of search and seizure
- Recognize and evaluate criminal law
- Process crime scenes
- Analyze theories for committing crimes
- Maintain vocabulary necessary for criminal justice
- Have an acute awareness of cultural diversity
- Maintain crime scenes

**TIP: WNC also offers . . .**

- Associate of Applied Science - Law Enforcement Academy • *See page 21*
- Certificate of Achievement - Law Enforcement • *See page 35*
- Certificate of Achievement - 9-1-1 Dispatch Telecommunications • *See page 35*
- Certification Preparation - Public Safety Communicator • *See page 39*
- Certification Preparation - Western Nevada Peace Officer Academy • *See page 39*



# Associate of Science

## A TRANSFER DEGREE

The Associate of Science degree is designed to help students use the methods of observation, analysis and logic by which we understand the mathematical, biological and physical nature of the world. The AS degree allows early choices for those planning a professional life in mathematics, science, engineering, medicine or agriculture, and is primarily for the student who plans to transfer with junior standing to a four-year college or university for a baccalaureate degree. Satisfactory completion of an AS degree guarantees completion of the lower division general education requirements at UNR, UNLV or NSC.

Courses with a number under 100 (such as ENG 95) are not applicable toward this degree. All courses counted toward this degree must be university transferable. Courses that are not transferable to an NSHE institution do not apply towards an Associate of Science degree and are indicated as a non-transferable course attribute in the myWNC course catalog. A maximum of six units of special topics classes in one subject area may apply toward any WNC degree. *Note: See a counselor for the most up-to-date information about transferring to any other institution.*

### ASSOCIATE OF SCIENCE DEGREE REQUIREMENTS

**REQUIREMENTS:** A minimum of 60 units chosen from the following:

**ENGLISH/COMMUNICATIONS REQUIREMENTS** - 6-8 units.

English: 100 or 101, 102

**FINE ARTS REQUIREMENTS** - 3 units.

Art: 100, 101\*, 124, 160, 224, 260, 261

Dance: 101

Humanities: 101

Music: 111, 121, 124, 125, 134

Music: Ensemble: 101\*

Theatre: 100, 105\*, 180

\* Course may not meet the Fine Arts requirement at all universities.

Please see a counselor.

**HUMANITIES REQUIREMENTS** - 6 units.

Core Humanities: 201, 202

English: 200, 223, 250, 261, 266, 267, 271, 275

History: 105, 106, 207, 247

Philosophy (except for PHIL 102, 114)

UNR transfer students: Choose one from Group A and one from Group B.

**Group A:**

Core Humanities 201

History 105

Philosophy 200

**Group B:**

Core Humanities 202

History 106

Philosophy 207

**MATHEMATICS REQUIREMENTS** - 6 units.

Math 181 or higher required.

Mathematics: 126, 127, 128, 176, 181, 182, 283, 285

Statistics: 152

**SCIENCE REQUIREMENTS** - 12 units.

A minimum of 6 credits must be chosen from Group A and/or Group B:

**Group A:**

Biology: 190 & 190L, 191 & 191L

Chemistry: 121, 122

Geology: 101, 103

Physics: 151, 152, 180 & 180L,

181 & 181L, 182 & 182L

**Group B:**

Anthropology: 102, 110L

Astronomy: 109, 110, 120

Geography: 103, 104

**Group C:**

Atmospheric Sciences: 117

Biology: 200, 223, 224, 251

Chemistry: 220

Computer Engineering: 201

Computer Science: 135, 202

Engineering Science: 100

Geology: 105

Mechanical Engineering: 241, 242

**SOCIAL SCIENCES REQUIREMENTS** - 3 units.

Anthropology: 101, 201, 202, 210, 212

Core Humanities: 203

Criminal Justice: 101, 102, 220, 230, 270

Economics: 100, 102, 103

Geography: 106, 200

History: 101, 102, 111, 217, 295

Political Science: 103, 105, 108, 208, 231, 295, 299

Psychology: 101, 102, 130, 233, 234, 240, 241, 261, 290, 299

Sociology: 101, 102, 202, 205, 261, 275

**U.S. & NEVADA CONSTITUTION REQUIREMENTS** - 3 or 6 units.

Must meet both requirements. Choose from:

Core Humanities: 203

History: 111\*

History: 101\* & 102\*

History: 101\* & 217\*

Political Science: 103\*

History & Political Science Combination (History 101\*, and Political Science 208\*)

\* These courses will not fulfill UNR's CH 203 requirement if taken after the student has been admitted and enrolled at UNR.

**TRANSFER REQUIREMENTS AND ELECTIVES** - 16-21 units.

Students should utilize this area to take courses that meet requirements for their major at their intended transfer school. Those who have not yet selected a major may choose from among any university transferable courses to explore their options. Students planning to transfer to the University of Nevada, Reno should obtain a transfer handout from WNC Counseling Services or the UNR Transfer Center.

#### ASSOCIATE OF SCIENCE - Mission and Outcomes

**Mission:** The purpose of the Associate of Science degree is to provide the academic knowledge and skills for successful transfer to meet higher education goals.

**Student Learning Outcomes:** Students who complete an Associate of Science degree at WNC are expected to demonstrate that they:

- have met the general education student learning outcomes.
- understand the content of calculus.
- can apply the content of calculus at the appropriate level in mathematics, science and/or engineering courses
- understand scientific inquiry and the role of science and technology in the modern world.
- can succeed at their transfer institution.



# Associate of General Studies

## A DEGREE TO MEET A VARIETY OF NEEDS

The Associate of General Studies has increasingly been utilized by students who intend to transfer to four-year colleges and universities. Although it was not designed for transfer, it can be used for this purpose if courses are selected carefully. The majority of the courses chosen should transfer to fulfill core and major requirements. It is recommended that anyone planning to attend the University of Nevada, Reno complete ENG 101 and 102, MATH 120 or a higher level math, and science/social science courses that fulfill UNR's core curriculum requirements.

A maximum of six units of special topics classes in one subject area may apply toward any WNC degree. In some cases, courses may not transfer to other Nevada community colleges and Nevada State College or to other colleges and universities. See a WNC counselor for the latest transfer information. Courses with a number under 100 (such as ENG 95) are not applicable toward an Associate of General Studies degree.

### ASSOCIATE OF GENERAL STUDIES DEGREE REQUIREMENTS

**REQUIREMENTS:** A minimum of 60 total units chosen from the following categories:

#### ENGLISH/COMMUNICATIONS REQUIREMENT - 6 units.

*Must include a three-credit writing course.*

Business: 107, 108

Communication: 101, 102, 113

Criminal Justice: 103

English

Journalism: 201

Reading

Writing Course (Business 108, English 100, 101, 102, 107 or any other 200 level

English class)

#### FINE ARTS AND HUMANITIES REQUIREMENT - 3 units.

American Sign Language

Art

Core Humanities: 201, 202

Crafts

Dance: 101

English: 190, 200, 223, 243, 250, 252, 267, 271, 282, 297

Foreign Languages

Graphic Communications

History: 105, 106, 207, 247

Humanities: 101

Music

Philosophy (except for PHIL 102, 114)

Theatre: 100, 105, 180

#### MATHEMATICS REQUIREMENT - 3 units.

Business: 109

Economics: 261, 262

Mathematics

Psychology: 210

Real Estate: 102

Sociology: 210

Statistics: 152

#### SCIENCE REQUIREMENT - 3 units.

Anthropology: 102, 110L

Astronomy: 109, 110, 120

Atmospheric Sciences: 117

Biology (except for BIOL 208, 223, 224, 251)

Chemistry (except for CHEM 220, 241, 241L, 242, 242L)

Environmental Studies

Geography: 103, 104

Geology: 105 (except for GEOL 111, 112, 113, 229)

Natural Resources: 101

Nutrition: 121

Physics (except for PHYS 293)

#### SOCIAL SCIENCES REQUIREMENT - 3 units.

Anthropology: 101, 201, 202, 210, 212

Core Humanities: 203

Criminal Justice

Economics: 100, 102, 103

Geography: 106, 200

History: 101, 102, 111, 217, 295

Political Science

Psychology (except for PSY 210)

Sociology (except for SOC 210)

#### U.S. & NEVADA CONSTITUTION REQUIREMENTS - 3 or 6 units.

*Must meet both requirements. Choose from:*

Core Humanities: 203

History: 111

History: 101 & 102

History: 101 & 217

Political Science: 103

History and Political Science Combination (History 101 and Political Science 208)

#### GENERAL ELECTIVES - 36 or 39 units.

Students may choose from any occupational or general education courses to be used as electives for this degree. Some non-traditional credit approved by Admissions and Records may be applicable to satisfy course requirements for occupational degrees, while other such units may be used as electives for the AGS and AAS degrees only. Students planning to transfer to the University of Nevada, Reno should use the UNR core curriculum guide to satisfy general education requirements.

#### ASSOCIATE OF GENERAL STUDIES - Mission and Outcomes

**Mission:** The purpose of the Associate of General Studies degree is to provide academic knowledge and skills for personal growth, professional advancement, and/or successful transfer.

**Student Learning Outcomes:** Students who complete an Associate of General Studies degree at WNC are expected to demonstrate that they

- have met the general education student learning outcomes.
- know the subject matter appropriate to their fields of study.



# Bachelor of Technology

## APPLIED BACCALAUREATE DEGREE IN CONSTRUCTION MANAGEMENT

The Bachelor of Technology degree in Construction Management offers associate degree students, new students and skilled workers an educational route toward a career as a construction manager or supervisor. The 120-credit program combines knowledge in construction methods, planning and project management with business and supervisory skills. This program allows those who have

completed an associate degree in construction technology to progress academically and earn a bachelor's degree. It also allows those already working in the construction field to enroll in an applicable baccalaureate degree program and expand career advancement possibilities. Students must meet with a counselor and be admitted into the program.

### Bachelor of Technology in Construction Management Admission Requirements

1. Complete a minimum of 45 college units or equivalent with a minimum 2.0 GPA.  
Within the 45 units:
  - a. A minimum of 12 units must be in applicable construction courses. This requirement may be waived if the student has construction experience.
  - b. A minimum of 15 units must be in applicable general education classes, including English 101, with a grade of C or better - a grade of C- or lower will not be acceptable.OR:  
Have an associate degree in Construction Management from a regionally accredited institution.
2. Meet with a WNC counselor.

### BACHELOR OF TECHNOLOGY IN CONSTRUCTION MANAGEMENT GENERAL EDUCATION COURSE LIST

#### Capstone Course-9 units. Choose from:

Communication: 412  
Construction Management: 456  
Economics: 334, 365  
Management: 462, 469

#### English/Communications Requirements-9 units. Choose from:

Business: 107, or  
Communication: 101 or 102 or 113 or 213  
English: 100 or 101  
English: 102

#### Fine Arts Requirement-3 units. Choose from:

Art: 100, 101, 124, 160, 224, 260, 261  
Dance: 101  
Humanities: 101  
Music, Ensemble: 101  
Music: 111, 121, 124, 125, 134  
Theatre: 100, 105, 180

#### Humanities Requirement-3 units. Choose from:

Core Humanities: 201, 202  
English: 200, 223, 243, 250, 252, 261, 266, 267, 271, 275  
History: 105, 106, 207, 247  
Philosophy (except for PHIL 102, 114)

#### Mathematics and Science Requirements-12 units. Choose from:

*a minimum of 4 units in mathematics and 6 units in science.*

#### Mathematics

Mathematics: 126 & 127, 128 or higher  
Statistics: 152

#### Science

Chemistry: 100, 121, 201  
Environmental Studies: 100  
Geology: 100, 101, 103  
Physics: 100, 151, 180

#### Social Sciences Requirement-3 units.

Anthropology: 101, 201, 202, 205, 210, 212  
Core Humanities: 203  
Criminal Justice: 101, 102, 220, 230, 270  
Geography: 106, 200  
History: 101, 102, 111, 217, 295  
Political Science: 103, 105, 108, 208, 231, 295, 299  
Psychology (except for PSY 210)  
Sociology (except for SOC 210)

#### U.S. and Nevada Constitution Requirements-3 units. Choose from:

Core Humanities: 203  
History: 111 or  
History: 101 & 217, or  
History: 101 & 102, or  
Political Science: 103, or  
History and Political Science Combination (History 101 and PSC 208)

General Electives - 8 units.

### TIP: WNC also offers . . .

Associate of Applied Science - Technology - Construction • See page 20

Certification Preparation - Inspector of Structures • See page 39



# CONSTRUCTION MANAGEMENT

Bachelor of Technology Degree

**Salary:** \$69,900–\$117,220 / year (Nevada)

**Career Outlook:** Average growth

**Good To Know:** Construction managers are in charge of construction projects such as buildings, roads or bridges. Those with a bachelor's degree have a better chance of finding jobs and earning higher pay.

**WNC Academic Division:** Career and Technical Education

**Total Requirements:** 120 units

**Business and Management Core Requirements** 12 Units

BUS 101	Introduction to Business	3
ACC 201	Financial Accounting	3

Choose 3 units from the following Economics courses:

ECON 100	Introduction to Economics	3
ECON 102	Principles of Microeconomics	3
ECON 103	Principles of Macroeconomics	3

Choose 3 units from the following Management courses:

MGT 323	Organizational Behavior & Interpersonal Behavior	3
MGT 367	Human Resource Management	3

**Program Requirements** 58 Units

BI 101	Introduction to Building Codes	3
CADD 100	Introduction to Computer Aided Drafting	3
CEE 411	Environmental Law	3
CEE 462	Construction Cost Estimating	3
CEE 463	Project Scheduling	3
CEE 464	Construction Law	2
CEE 465	Construction Cost Accounting	2
CEE 466	Construction Management	2
CEE 495	Special Topics	3
CEM 330	Soils and Foundations for Construction	3
CONS 108	Construction Materials and Methods	3
CONS 114	Soils, Sitework, Concrete and Testing	3
CONS 118	Construction Contract Documents	2
CONS 121	Principles of Construction Estimating	3
CONS 205	Construction Site Safety	2
CONS 216	Structural Layout Assembly	2
CONS 281	Construction Planning Scheduling And Control	3
CONS 351	Advanced Project Supervision	3
CONS 451	Advanced Internship in Construction	3
SUR 161	Elementary Surveying	4

Choose 3 units of IT Science/Computer Science courses:

Recommended:		
IS101	Intro to Information Systems	3
IS 201	Computer Applications	3

or any CIT or CADD courses

**General Education Requirements** 50 Units

Capstone Courses	9
English/Communications Requirements	9
Fine Arts Requirement	3
Humanities Requirement	3
Mathematics, Science and Statistics Requirements	12
Social Sciences Requirement	3
U.S. and Nevada Constitution Requirements	3
General Electives	8

*Recommended:* AC 198, CONS 116, CONS 230, AIT 155, AIT 201, DFT 100, ENRG 110

## CONSTRUCTION MANAGEMENT - Suggested Course Sequence

<b>FIRST SEMESTER</b>	Completed	<b>FIFTH SEMESTER</b>	Completed
BI 101	3 <input type="checkbox"/>	ACC 201	3 <input type="checkbox"/>
English/Comm Course	3 <input type="checkbox"/>	English/Comm Course	3 <input type="checkbox"/>
Humanities Course	3 <input type="checkbox"/>	Fine Arts Course	3 <input type="checkbox"/>
IT/Computer Science Course	3 <input type="checkbox"/>	Math Course	3 <input type="checkbox"/>
Mathematics Course	3 <input type="checkbox"/>	Science Course	3 <input type="checkbox"/>
<b>SECOND SEMESTER</b>	Completed	<b>SIXTH SEMESTER</b>	Completed
BUS 101	3 <input type="checkbox"/>	CEE 411	3 <input type="checkbox"/>
CADD 100	3 <input type="checkbox"/>	Bus/Management Courses	3 <input type="checkbox"/>
English/Comm Course	3 <input type="checkbox"/>	Capstone Courses	6 <input type="checkbox"/>
Science Course	3 <input type="checkbox"/>	Social Science Course	3 <input type="checkbox"/>
U.S./Nevada Constitution	3 <input type="checkbox"/>		
<b>THIRD SEMESTER</b>	Completed	<b>SEVENTH SEMESTER</b>	Completed
CONS 108	2 <input type="checkbox"/>	CEE 462	3 <input type="checkbox"/>
CONS 114	2 <input type="checkbox"/>	CEE 463	3 <input type="checkbox"/>
CONS 121	3 <input type="checkbox"/>	CEE 465	2 <input type="checkbox"/>
CONS 281	3 <input type="checkbox"/>	CONS 351	3 <input type="checkbox"/>
General Elective Course	3 <input type="checkbox"/>	SUR 161	4 <input type="checkbox"/>
<b>FOURTH SEMESTER</b>	Completed	<b>EIGHTH SEMESTER</b>	Completed
CONS 118	2 <input type="checkbox"/>	CEE 464	2 <input type="checkbox"/>
CONS 205	2 <input type="checkbox"/>	CEE 466	2 <input type="checkbox"/>
CONS 216	2 <input type="checkbox"/>	CEE 495	3 <input type="checkbox"/>
Bus/Management Course	3 <input type="checkbox"/>	CEM 330	3 <input type="checkbox"/>
General Elective Course	5 <input type="checkbox"/>	CONS 451	3 <input type="checkbox"/>
		Capstone Course	3 <input type="checkbox"/>

### BACHELOR OF TECHNOLOGY - Mission & Outcomes

**Mission:** The mission of the Bachelor of Technology degree in Construction Management is to prepare students for entry level and mid-level positions within the various construction industry disciplines, and to meet the goals of the Technology Division.

**Student Learning Outcomes:** Upon completing the Bachelor of Technology in Construction Management program, students will be able to demonstrate:

- Knowledge in basic economic principals, business principals and construction accounting, finances, and law
- Exposure to the design theory and analysis of construction practices and systems
- Understanding of the utilization of available resources for construction planning, methods and materials
- Understanding, skill and knowledge of construction documents, communications, graphics, and surveying
- Skill and knowledge in construction accounting, estimating and bidding practices
- Ability for planning and scheduling a construction project
- Application of relevant administrative skills, ethics, safety practices, and problem solving techniques to construction management





**SPOTLIGHT**

## **Welding, Auto Mechanics Courses Also Available at Fallon Campus**

Students living in Fallon, Fernley, and nearby rural communities now have easier access for learning job skills in welding and automotive technology. Western Nevada College is regularly offering automotive technology and welding classes at the Fallon campus, in addition to the welding and automotive programs in place at the Carson City campus.

WNC offers an Associate of Applied Science degree in both Welding and Automotive Mechanics. It also offers courses that can apply toward industry certifications.

All WNC automotive instructors are certified through ASE, the National Institute for Automotive Excellence. The automotive technology curriculum also follows ASE standards.

The Welding Technology program teaches competencies that help students prepare for code exams, and allows students to progress at their own pace.

As Nevada and the rest of the country rebound from economic recession, there has been a renewed interest for adults of all ages to learn a trade or add a skill.

“The college auto and welding labs are assets to the college and community, and let’s take advantage of them,” said David Steiger, WNC director of Economic Development.

Instructors are noticing that many students are seeking to learn a trade that is in demand in the job market, while others are broadening their professional skill set to enhance job security.

“The interest is there, and people are realizing they need to get a skill under their belt that they can take with them in the future,” said Ray Hockemeier, a welding instructor in Fallon.

# **Associate of Applied Science**

## **A CAREER DEGREE**

Students enrolled in any of these programs will benefit from “hands-on” laboratory experience within their major field. They will enter the job market with specific skills and knowledge useful for employment and advancement. The Associate of Applied Science degree is available for those students who desire a two-year course of study and training in an occupational and/or technical career field. Although the AAS degree is not designed to be a transfer program, some courses will transfer to four-year colleges or universities. Students who wish to transfer to a four-year school should consult a WNC counselor. Coursework must total at least 60 units.

All Associate of Applied Science degree and certificate programs require completion of appropriate courses in computation, communication and human relations. Additionally, introductory courses in applied science and technology as well as allied health programs include instruction in safety, industrial safety and environmental awareness, as appropriate. Students with previous occupational or practical experience may be eligible to challenge certain course requirements and prerequisites. Courses with a number under 100 (such as ENG 095) are not applicable toward an Associate of Applied Science degree at WNC.

In some cases, courses may not transfer to other Nevada community colleges and Nevada State College or to other colleges and universities. See a WNC counselor for the latest transfer information. A maximum of six units of special topics classes in one subject area may apply toward any WNC degree. To make decisions about specific emphases under the Associate of Applied Science degree, please refer to the academic programs pages or see a WNC counselor.

**CAREER DEGREE**



## ASSOCIATE OF APPLIED SCIENCE DEGREE REQUIREMENTS

**REQUIREMENTS:** A minimum of 60 units chosen from the following:

**ENGLISH/COMMUNICATIONS REQUIREMENT** - 6 units.

*Must include a writing course.*

Business: 107, 108

Communication: 101, 102, 113

Criminal Justice: 103

English

Journalism: 201

Reading

Writing Course (Business 108, English 100, 101, 102, 107 or any other 200 level English class)

**HUMAN RELATIONS REQUIREMENT** - 3 units.

Anthropology: 101, 201

Business: 110, 287

Counseling and Personal Development: 117, 129

Criminal Justice: 270

Early Childhood Education: 121

Human Development & Family Studies: 201, 202

Management: 201, 212, 283

Psychology (except for PSY 210)

Sociology (except for SOC 210)

**HUMANITIES/SOCIAL SCIENCE REQUIREMENTS** - 3 units.

*Choose from either humanities or social science areas:*

**Humanities Area:**

Art: 100, 101\*, 124, 160, 224, 260, 261

Core Humanities: 201, 202

Dance: 101

English: 200, 221, 223, 250, 261, 266, 267, 271, 275

History: 105, 106, 207, 247

Humanities: 101

Music: 111\*, 121, 124, 125, 134

Philosophy (except for PHIL 102, 114)

Theatre: 100, 105, 180

\* Course may not meet the fine arts requirement at all universities.

Please see a counselor.

**Social Sciences Area:**

Anthropology: 101, 201, 202, 210, 212

Core Humanities: 203

Criminal Justice: 101, 102, 120, 215, 220, 225, 226, 230, 270

Economics: 100, 102, 103

Geography: 106, 200

History: 101, 102, 111, 217, 295

Political Science

Psychology (except for PSY 210)

Sociology (except for SOC 210)

**MATHEMATICS REQUIREMENT** - 3 units.

Business: 109

Economics: 261, 262

Mathematics

Psychology: 210

Real Estate: 102

Sociology: 210

Statistics: 152

**SCIENCE REQUIREMENT** - 6 units.

Anthropology: 102, 110L

Astronomy: 109, 110, 120

Atmospheric Sciences: 117

Biology (except for BIOL 208, 223, 224, 231)

Chemistry (except for CHEM 220, 241, 241L, 242, 242L)

Environmental Studies

Geography: 103, 104

Geology: 105 (except for GEOL 111, 112, 113, 299)

Natural Resources: 101

Nutrition: 121

Physics (except for PHYS 293)

**U.S. & NEVADA CONSTITUTION REQUIREMENTS** - 3 or 6 units.

*Must meet both requirements. Choose from the following:*

Core Humanities: 203

History: 101 & 217

History: 101 & 102

History: 111

Political Science: 103

History and Political Science Combination (History 101 and Political Science 208)

**PROGRAM REQUIREMENTS AND GENERAL ELECTIVES**

Number of units required may vary by emphasis.

Some units earned in non-traditional courses may be considered for elective credit and may require review in order to be applied to the AAS degree.

### ASSOCIATE OF APPLIED SCIENCE - Mission & Outcomes

**Mission:** The purpose of the Associate of Applied Science degree is to provide employment-related knowledge and skills necessary to succeed in a chosen field of study.

**Student Learning Outcomes:** Students who complete an Associate of Applied Science degree at WNC are expected to demonstrate that they

- have met the general education student learning outcomes.
- know the subject matter appropriate to the emphasis of the degree.
- have acquired skills and can perform tasks necessary for employment or career advancement.



## ACCOUNTING

### Associate of Applied Science in Business Degree

The Accounting degree has been designed to enable students to establish, maintain and manage both manual and automated accounting systems. Students can develop the necessary competencies to create and analyze information for managerial decision-making situations. In addition to this degree program, students who intend to become full-charge bookkeepers will also need experience in the field.

**Salary:** \$45,360-75,500 / year (Nevada)

**Career Outlook:** Above average growth

**Good To Know:** There are four major accounting fields - public, corporate, government and internal auditing

**WNC Academic Division:** Career and Technical Education

**Total Requirements:** 60 units

**Program Requirements\*** 42 Units

ACC 201	Financial Accounting	3
ACC 202	Managerial Accounting	3
BUS 101	Introduction to Business	3
or MGT 103	Introduction to Small Business Management	
BUS 110	Human Relations For Employment	3
or MGT 201	Principles of Management	
or MGT 212	Leadership & Human Relations	
or MGT 283	Introduction to Human Resources Management	
BUS 273	Business Law I	3
ECON 102	Principles of Microeconomics	3
ECON 103	Principles of Macroeconomics	3
IS 101	Introduction to Information Systems	3
IS 201	Computer Applications	3
ACC 203	Intermediate Accounting I	3
ACC 220	Microcomputer Accounting Systems	3
or ACC 223	Introduction to Quickbooks	

**Choose 9 units from the following:**

ACC 105	Taxation For Individuals	3
ACC 180	Payroll & Employee Benefit Accounting	3
ACC 198	Special Topics in Accounting	3
ACC 204	Intermediate Accounting II	3
ACC 220	Microcomputer Accounting Systems	3
ACC 223	Introduction to QuickBooks	3
ACC 261	Governmental Accounting	3
ACC 290	Certified Bookkeeper Course	6
ACC 295	Work Experience I	3
ACC 299	Advanced Special Topics in Accounting	3
COT 262	Intermediate Spreadsheets Concepts	3

\* Students should consult a counselor or instructor for information regarding sequence of accounting courses.

**General Education Requirements** 18 Units

English/Communications Requirement:	
<i>Recommended: BUS 107, BUS 108; must include a writing course</i>	6
Mathematics Requirement:	
<i>BUS 109 or higher level mathematics course</i>	3
Science Requirement	3
U.S. and Nevada Constitution Requirement	3
General Elective	3

A list of all courses filling general education requirements for the Associate of Applied Science can be found on the Associate of Applied Science page.

**TIP: WNC also offers . . .**

Certificate of Achievement - Bookkeeping • See page 33

Certification Preparation - Bookkeeping • See page 38

### ACCOUNTING - Suggested Course Sequence

FIRST SEMESTER	Completed	THIRD SEMESTER	Completed
ACC 201	3 <input type="checkbox"/>	ACC 203	3 <input type="checkbox"/>
BUS 108 or Eng/Comm (Writing class required)	3 <input type="checkbox"/>	Accounting Elective	3 <input type="checkbox"/>
BUS 109 or higher math	3 <input type="checkbox"/>	BUS 101 or MGT 103	3 <input type="checkbox"/>
ECON 102	3 <input type="checkbox"/>	Science Elective	3 <input type="checkbox"/>
IS 101	3 <input type="checkbox"/>	U.S./Nevada Constitutions	3 <input type="checkbox"/>
SECOND SEMESTER	Completed	FOURTH SEMESTER	Completed
ACC 202	3 <input type="checkbox"/>	Accounting Elective	6 <input type="checkbox"/>
ACC 220	3 <input type="checkbox"/>	BUS 110, MGT 201, MGT 212 or MGT 283	3 <input type="checkbox"/>
BUS 107 or other Eng/Comm	3 <input type="checkbox"/>	BUS 273	3 <input type="checkbox"/>
ECON 103	3 <input type="checkbox"/>	General Elective	3 <input type="checkbox"/>
IS 201	3 <input type="checkbox"/>		

### ACCOUNTING - Mission & Outcomes

**Mission:** The purpose of the AAS Accounting in Business Degree is to provide the knowledge and skills necessary to succeed in the current business environment.

**Student Learning Outcomes:**

- Provide employment related knowledge and skills
- Know subject matter
- Understand accounting principles and their importance to the business environment
- Demonstrate oral, written, computational and computer skills
- Demonstrate managerial and personal skills
- Utilize appropriate resources to remain current in their field
- Appreciate the importance of social, ethical, legal and diversity issues



Technology  
**AUTOMATED SYSTEMS**  
 Associate of Applied Science - Technology Degree

The Automated Systems specialization of the AAS Technology degree focuses on the integration of computers and electronic technologies to control industrial systems and machines. Courses include basic electronics, computer systems, wiring, and electrical controls, providing students with technical theory and hands-on practice to install and maintain automated systems for a variety of industries.

**Salary:** \$57,200-\$82,240 / year (Nevada)

**Career Outlook:** Much faster than average growth

**Good To Know:** Offers broad career opportunities & room for advancement

**WNC Academic Division:** Career and Technical Education

**Total Requirements:** 60 units

<b>Program Requirements</b>		36 Units
AIT 101	Fundamentals of Applied Industrial Technology	4
AIT 121	Electrical Control Systems	2
AIT 155	Applied Hands-On AIT Labs	2
CIT 161	Essentials of Information Security	3
CIT 211	Microsoft Networking I	4
DFT 110	Blueprint Reading for Industry	3
ET 131	DC for Electronics	4
ET 132	AC for Electronics	4
ET 155	Home Technology Convergence	4
MT 115	Applied Programmable Logic Controllers	3

**Choose at least 3 units from the following program electives:**

CADD 100	Basic AutoCAD	3
CIT 165	Introduction to Convergence	3
CIT 212	Microsoft Networking II	4
ENRG 110	Introduction to Alternative Energy	3
ET 117	Computer Forensics	3
ET 200	Electronics Projects	4

<b>General Education Requirements</b>		24 Units
English/Communications Requirement: <i>Recommended: BUS 107</i> ; <i>Must include a writing course</i>		6
Human Relations: <i>Recommended; BUS 110</i>		3
Humanities/Social Science Requirements		3
Mathematics Requirement: <i>Recommended: MATH 110</i>		3
Science Requirement		3
U.S. and Nevada Constitution Requirement		3
General Elective		3

*A list of all courses filling general education requirements for the Associate of Applied Science degree can be found on the Associate of Applied Science page.*

AUTOMATED SYSTEMS - Suggested Course Sequence

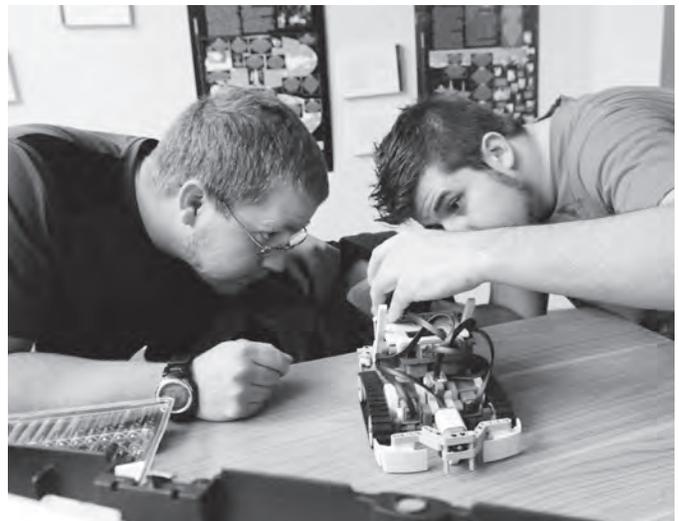
<b>FIRST SEMESTER</b>	Completed	<b>THIRD SEMESTER</b>	Completed
ET 131	4 <input type="checkbox"/>	AIT 101	4 <input type="checkbox"/>
ET 155	4 <input type="checkbox"/>	CIT 161	3 <input type="checkbox"/>
English Course (BUS 107 recommended)	3 <input type="checkbox"/>	Human Relations Course	3 <input type="checkbox"/>
Mathematics Course	3 <input type="checkbox"/>	Program Elective	3 <input type="checkbox"/>
		Science Course	3 <input type="checkbox"/>
<b>SECOND SEMESTER</b>	Completed	<b>FOURTH SEMESTER</b>	Completed
CIT 211	4 <input type="checkbox"/>	AIT 121	2 <input type="checkbox"/>
DFT 110	3 <input type="checkbox"/>	AIT 155	2 <input type="checkbox"/>
ET 132	4 <input type="checkbox"/>	MT 115	3 <input type="checkbox"/>
English Course	3 <input type="checkbox"/>	General Elective	3 <input type="checkbox"/>
		Humanities/Social Science Course	3 <input type="checkbox"/>
		US/Nev. Constitution	3 <input type="checkbox"/>

**ASSOCIATE OF APPLIED SCIENCE - TECHNOLOGY**  
**Mission & Outcomes**

**Mission:** The purpose of the Associate of Applied Science degree in Technology is to provide employment-related knowledge and skills necessary to succeed in a chosen field of study.

**Student Learning Outcomes:** Students who complete programs in occupational areas are expected to demonstrate that they:

- Know the subject matter appropriate to the emphasis of the degree.
- Are able to:
  - communicate effectively and appropriately, in oral and written form.
  - locate, evaluate and properly utilize the tools and resources appropriate to a technology professional.
  - acquire skills and perform tasks necessary for employment or career enhancement
- Have developed:
  - an appreciation of the importance of social, ethical, legal and diversity issues.
  - an appreciation of the need and importance of lifelong learning.



## AUTOMOTIVE MECHANICS

Associate of Applied Science Degree

The Automotive Mechanics program offers students an opportunity to acquire the necessary skills and technical theory for a successful career as an automotive mechanic. Individuals who are now employed in the automotive mechanics field will be able to upgrade their knowledge. Students obtaining this associate degree will have completed courses of a very technical nature, chosen to complement each other and provide breadth and depth of diagnostic and repair skill abilities necessary to work in a service facility.

**Salary:** \$29,830-\$54,520 / year (Nevada)

**Career Outlook:** Higher than average growth

**Good To Know:** Mechanics can be certified in as many as eight service areas.

Most jobs are at repair shops and auto dealerships

**WNC Academic Division:** Career and Technical Education

**Total Requirements:** 61 units

Program Requirements		37 Units
AUTO 101	Introduction to General Mechanics	3
AUTO 115	Auto Electricity & Electronics I	4
AUTO 117	Advanced Auto Electronics	4
AUTO 130	Engine Reconditioning	3
AUTO 145	Automotive Brakes	4
AUTO 155	Steering & Suspension	4
AUTO 160	Auto Air Conditioning	3
AUTO 225	Engine Performance I/Fuel & Ignition	4
AUTO 227	Engine Performance II/Emission Control	4
AUTO 235	Engine Performance III/Diagnostics	4

### General Education Requirements

24 Units

English/Communications Requirement: *Recommended: BUS 107&108;*

*Must include a writing course* 6

Human Relations Requirement: Recommended: BUS 110 3

Humanities/Social Science Requirements 3

Mathematics Requirement 3

Science Requirement 6

U.S. and Nevada Constitution Requirement 3

*A list of all courses filling general education requirements for the Associate of Applied Science can be found on the Associate of Applied Science page.*



### AUTOMOTIVE MECHANICS - Suggested Course Sequence

FIRST SEMESTER	Completed	THIRD SEMESTER	Completed
AUTO 101	3 <input type="checkbox"/>	AUTO 145	4 <input type="checkbox"/>
AUTO 115	4 <input type="checkbox"/>	AUTO 225	4 <input type="checkbox"/>
AUTO 130	3 <input type="checkbox"/>	AUTO 227	4 <input type="checkbox"/>
BUS 107	3 <input type="checkbox"/>	Science Course	3 <input type="checkbox"/>
Mathematics Course	3 <input type="checkbox"/>		
SECOND SEMESTER	Completed	FOURTH SEMESTER	Completed
AUTO 117	4 <input type="checkbox"/>	AUTO 235	4 <input type="checkbox"/>
AUTO 155	4 <input type="checkbox"/>	BUS 110	3 <input type="checkbox"/>
AUTO 160	3 <input type="checkbox"/>	Science Course	3 <input type="checkbox"/>
BUS 108	3 <input type="checkbox"/>	U.S./Nevada	
Humanities/Social Science Course	3 <input type="checkbox"/>	Constitutions	3 <input type="checkbox"/>

### ASSOCIATE OF APPLIED SCIENCE - AUTOMOTIVE MECHANICS

#### Mission & Outcomes

**Mission:** The mission of the Associate of Applied Science in Automotive Mechanics is to provide employment-related knowledge and skills necessary to succeed in the automotive field.

**Student Learning Outcomes:** Students who complete an Associate of Applied Science in Automotive Mechanics are expected to:

- Know the subject matter appropriate to the emphasis of the automotive field.
- Acquire skills and perform tasks necessary for employment or career enhancement.
- Present themselves effectively to a potential employer.
- Utilize appropriate resources to remain current in the automotive field.

### Automotive Technology National Certification

Following an extensive examination of its courses, instructors and facilities, Western has earned a certification from the National Automotive Technicians Education Foundation (NATEF).

### TIP: WNC also offers . . .

Certificate of Achievement - Automotive Mechanics • See page 32

Certification Preparation - Automotive Service Excellence • See page 38

## BUSINESS

### Associate of Applied Science Degree

The General Business degree provides knowledge and skills in the diverse field of business. Students are encouraged to meet with a WNC counselor to identify programs which best suit their career goals.

**Salary:** \$50,640–\$129,120 / year (Nevada) Varies by size & type of organization.

**Career Outlook:** Average growth, strong competition

**Good To Know:** Often includes hiring, training and supervising employees

**WNC Academic Division:** Career and Technical Education

**Total Requirements:** 60 units

<b>Program Requirements</b>		27 Units
ACC 135	Bookkeeping I	3
& ACC 201	Financial Accounting	3
or ACC 201	Financial Accounting	
& ACC 202	Managerial Accounting	
BUS 101	Introduction to Business	3
or MGT 103	Introduction to Small Business Management	
BUS 110	Human Relations For Employment	3
or MGT 201	Principles of Management	
or MGT 212	Leadership & Human Relations	
or MGT 283	Introduction to Human Resources Management	
BUS 273	Business Law I	3
ECON 102	Principles of Microeconomics	3
ECON 103	Principles of Macroeconomics	3
IS 101	Introduction to Information Systems	3
IS 201	Computer Applications	3

15 Units

**Choose 15 units from the following areas:**

Accounting, Business, Economics, Finance, Insurance, Management, Marketing or Real Estate. Must complete at least 3 units in three different subject areas.

**General Education Requirements** 18 Units

English/Communications Requirement: *Recommended: BUS 107, BUS 108;*

*Must include a writing course* 6

Mathematics Requirement: *BUS 109 or higher level mathematics course* 3

Science Requirement 3

U.S. and Nevada Constitution Requirement 3

General Elective 3

*A list of all courses filling general education requirements for the Associate of Applied Science can be found on the Associate of Applied Science page.*

BUSINESS - Suggested Course Sequence			
FIRST SEMESTER	Completed	THIRD SEMESTER	Completed
BUS 101 or MGT 103	3 <input type="checkbox"/>	ACC 135 or ACC 201	3 <input type="checkbox"/>
BUS 107	3 <input type="checkbox"/>	BUS 110, MGT 201,	
BUS 109 or math	3 <input type="checkbox"/>	MGT 212, or MGT 283	3 <input type="checkbox"/>
IS 101	3 <input type="checkbox"/>	ECON 103	3 <input type="checkbox"/>
U.S./Nevada Constitution	3 <input type="checkbox"/>	Business Elective	3 <input type="checkbox"/>
		Business Elective	3 <input type="checkbox"/>
SECOND SEMESTER	Completed	FOURTH SEMESTER	Completed
BUS 108	3 <input type="checkbox"/>	ACC 201 or ACC 202	3 <input type="checkbox"/>
BUS 273	3 <input type="checkbox"/>	Business Elective	3 <input type="checkbox"/>
ECON 102	3 <input type="checkbox"/>	Business Elective	3 <input type="checkbox"/>
IS 201	3 <input type="checkbox"/>	Business Elective	3 <input type="checkbox"/>
Science Course	3 <input type="checkbox"/>	Business Elective	3 <input type="checkbox"/>
		General Elective	3 <input type="checkbox"/>

**ASSOCIATE OF APPLIED SCIENCE BUSINESS - Mission & Outcomes**

**Mission:** The purpose of the Associate of Applied Science degree in business is to provide the knowledge and skills necessary to succeed in the current business environment.

**Student Learning Outcomes:** Students who complete an Associate of Applied Science degree at WNC are expected to demonstrate that they:

- know the subject matter appropriate to the emphasis of the degree.
- have developed managerial and personal skills essential to the current business environment.

**TIP: WNC also offers . . .**

Certificate of Achievement - Business • *See page 33*

Certificate of Achievement - Bookkeeping • *See page 33*

Certification Preparation - Bookkeeping • *See page 38*



## COMPUTER NETWORKING TECHNOLOGY

Associate of Applied Science Degree

The Computer Networking Technology program is designed for students seeking career skills in computer networking environments. Students choose one of three specializations to customize their program: Network Technology Management, Security and Information Assurance, or Transfer Option.

**Salary:** \$55,530-\$85,030 / year (Nevada)

**Career Outlook:** Much faster than average growth

**Good To Know:** Businesses & government are investing heavily in 'cyber-security'

**WNC Academic Division:** Career and Technical Education

**Total Requirements:** 60-61 units

Program Requirements		35-37 Units
CIT 161	Essentials of Information Security	3
CIT 211	Microsoft Networking I	4
CIT 212	Microsoft Networking II	4
CIT 263	Introduction to IT Project Management	3
CSCO 120	CCNA Internetworking Fundamentals Elective	4
CSCO 121	CCNA Routing Protocols & Concepts	4
CSCO 130	Fundamentals of Wireless LANs	4
MGT 201	Principles of Management	3
or MGT 212	Leadership & Human Relations	
or MGT 283	Introduction to Human Resources Management	

### Choose two courses from the following:

CIT 173	Linux Installation and Configuration	3
CIT 174	Linux System Administration	3
CIT 213	Microsoft Networking III	4
CIT 214	Microsoft Networking IV	4
CIT 215	Microsoft Networking V	4
Any CSCO class		4-8

### General Education Requirements

General Education Requirements		24-25 Units
English/Communications Requirement: <i>Recommended: BUS 107&amp;108;</i>		
<i>Must include a writing course</i>		6
Human Relations Requirement		3
Humanities/Social Science Requirements		3
Mathematics Requirement: <i>Recommended: MATH 126 or higher</i>		3
Science Requirement		6
U.S. and Nevada Constitution Requirement		3
General Elective		0-1
<i>A list of all courses filling general education requirements for the Associate of Applied Science can be found on the Associate of Applied Science page.</i>		

### COMPUTER TECHNOLOGY - COMPUTER NETWORKING TECHNOLOGY

Suggested Course Sequence

FIRST SEMESTER		Completed	THIRD SEMESTER		Completed
CIT 211 or CSCO 120	4	<input type="checkbox"/>	CIT 211 or CSCO 120	4	<input type="checkbox"/>
CIT 212 or CSCO 121	4	<input type="checkbox"/>	CIT 212 or CSCO 121	4	<input type="checkbox"/>
English Course	3	<input type="checkbox"/>	CIT 263	3	<input type="checkbox"/>
Math Course	3	<input type="checkbox"/>	Humanities/Social Science Course	3	<input type="checkbox"/>
SECOND SEMESTER		Completed	Science Course		3
CIT 161	3	<input type="checkbox"/>			
English Course	3	<input type="checkbox"/>			
Networking Electives	6-8	<input type="checkbox"/>	FOURTH SEMESTER		Completed
			CSCO 130	4	<input type="checkbox"/>
			MGT 201, MGT 212, or MGT 283	3	<input type="checkbox"/>
			General Elective	0-1	<input type="checkbox"/>
			Human Relations Course	3	<input type="checkbox"/>
			US/Nev. Constitution	3	<input type="checkbox"/>
			Science Course	3	<input type="checkbox"/>

### ASSOCIATE OF APPLIED SCIENCE - COMPUTER TECHNOLOGY

#### Mission & Outcomes

**Mission:** The purpose of the Associate of Applied Science degree in Computer Networking Technology is to provide graduates with up-to-date training in the management of information resources, including computer and networking operations, infrastructure and information security.

**Student Learning Outcomes:** Students who complete programs in occupational areas are expected to demonstrate that they know:

- practices and procedures required for entry level employment
- entry level skill set
- theoretical principles relevant to their emphasis

Are able to:

- test successfully on competencies required to pass industry standard certification exams
- communicate effectively and appropriately, in oral and written form
- locate, evaluate and properly utilize the tools and resources appropriate to a computer technology professional
- acquire skills and perform tasks necessary for employment or career enhancement
- demonstrate effective communication and computation skills appropriate to the chosen occupational field

Appreciate and value:

- appropriate and effective presentation of themselves to potential employers
- standards of social, ethical, legal, accessibility, and diversity issues of their work environment

### TIP: WNC also offers . . .

- Certificate of Achievement - Computer Technology Network Support Technician • See page 34
- Certificate of Achievement - Computer Technology System Administration Technician • See page 34
- Certification Preparation - Cisco Technology • See page 38
- Certification Preparation - Comp TIA Security+ • See page 39
- Certification Preparation - Microsoft Technician • See page 39



Technology  
**CONSTRUCTION**

Associate of Applied Science - Technology Degree

The Construction specialization of the AAS Technology degree provides industry-specific training that addresses topics of critical importance to subcontractors, general contractors, superintendents and project managers. Students will study contract administration, coordination, negotiation, quality control and the management of labor resources, equipment and materials.

**Salary:** \$45,500–\$73,500/ year (Nevada)

**Career Outlook:** Average growth

**Good To Know:** About 47 percent are self-employed. Employment depends on economy and layoffs may occur during times of low construction activity.

**WNC Academic Division:** Career and Technical Education

**Total Requirements:** 60 units

Program Requirements		36 Units
BI 101	Introduction to Building Codes	3
BUS 101	Introduction to Business	3
CONS 108	Construction Materials and Methods	3
CONS 114	Soils, Site Work, Concrete and Testing	3
CONS 118	Construction Contract Documents	2
CONS 120	Blueprint Reading and Specification	3
CONS 121	Principles of Construction Estimating	3
CONS 205	Construction Site Safety	2
CONS 216	Structural Layout Assembly	2
CONS 281	Construction Planning Scheduling and Control	3
CONS 290	Internship in Construction	3

Choose 6 units from the following program electives:

AC 198	Special Topics in HVAC	2
AIT 201	Pneumatic Power Technologies	3
CADD 100	Introduction to Computer Aided Drafting	3
CONS 116	Plumbing Principles	2
CONS 230	Electrical Distribution Systems	2
DFT 100	Basic Drafting Principles	3
ELM 143	Wiring Techniques	2
ENRG 110	Introduction to Alternative Energy	3
ENRG 210	Solar PV Design	3
ET 131	DC for Electronics	4
ET 155	Home Technology Convergence	4
MT 160	Hydraulic Power Technologies	3
MTT 105	Machine shop I	3
WELD 211	Welding I	3

**General Education Requirements** 24 Units

English/Communications Requirement:

*Recommended: BUS 107, Must include a writing course* 6

Human Relations: *Recommended; BUS 110* 3

Humanities/Social Science Requirement 3

Mathematics Requirement: *Recommended: MATH 110* 3

Science Requirement 3

U.S. and Nevada Constitution Requirement 3

General Elective 3

*A list of all courses filling general education requirements for the Associate of Applied Science can be found on the Associate of Applied Science page.*

**TIP: WNC also offers . . .**

Bachelor of Technology - Construction Management • See pages 11-12

Certification Preparation - Inspector of Structures • See page 39

CONSTRUCTION TECHNOLOGY - Suggested Course Sequence

FIRST SEMESTER	Completed	THIRD SEMESTER	Completed
CONS 108	3 <input type="checkbox"/>	CONS 118	2 <input type="checkbox"/>
CONS 120	3 <input type="checkbox"/>	CONS 216	2 <input type="checkbox"/>
English Course		CONS 281	3 <input type="checkbox"/>
(BUS 107 Recommended)	3 <input type="checkbox"/>	General Elective	3 <input type="checkbox"/>
Human Relations Course	3 <input type="checkbox"/>	Humanities/Social Science Course	3 <input type="checkbox"/>
Science Course	3 <input type="checkbox"/>	Program Elective	3 <input type="checkbox"/>
SECOND SEMESTER	Completed	FOURTH SEMESTER	Completed
BI 101	3 <input type="checkbox"/>	BUS 101	3 <input type="checkbox"/>
CONS 121	3 <input type="checkbox"/>	CONS 114	3 <input type="checkbox"/>
CONS 205	2 <input type="checkbox"/>	CONS 290	3 <input type="checkbox"/>
English Course	3 <input type="checkbox"/>	Program Elective	3 <input type="checkbox"/>
Mathematics Course	3 <input type="checkbox"/>	US/Nev. Constitution	3 <input type="checkbox"/>

**ASSOCIATE OF APPLIED SCIENCE - TECHNOLOGY**

**Mission & Outcomes**

**Mission:** The purpose of the Associate of Applied Science degree in Technology is to provide employment-related knowledge and skills necessary to succeed in a chosen field of study.

**Student Learning Outcomes:** Students who complete programs in occupational areas are expected to demonstrate that they:

- Know the subject matter appropriate to the emphasis of the degree.
- Are able to:
  - communicate effectively and appropriately, in oral and written form.
  - locate, evaluate and properly utilize the tools and resources appropriate to a technology professional.
  - acquire skills and perform tasks necessary for employment or career enhancement.
- Have developed:
  - an appreciation of the importance of social, ethical, legal and diversity issues.
  - an appreciation of the need and importance of lifelong learning.



## CRIMINAL JUSTICE

### Law Enforcement/Academy Associate of Applied Science Degree

The Law Enforcement Academy degree is designed to prepare students for various careers within the field of criminal justice. In Nevada, a Category I and III Post Certificate is necessary for most local and state jobs in the criminal justice field. This major, with the Western Nevada State Peace Officer Academy as the emphasis, allows a student to immediately begin a criminal justice career in Nevada.

**Salary:** \$54,980–\$79,220/ year (Nevada)

**Career Outlook:** Average growth

**Good To Know:** Communication skills are important; may work weekends, holidays and nights. Good salaries and benefits. Demand is higher for detectives & investigators

**WNC Academic Division:** Career and Technical Education

**Total Requirements:** 63.5 units

#### Core Requirements 21 Units

CRJ 101	Introduction to Criminal Justice I	3
CRJ 102	Introduction to Criminal Justice II	3
CRJ 164	Principles of Investigation	3
CRJ 220	Criminal Procedures	3
CRJ 230	Criminal Law	3
CRJ 270	Introduction to Criminology	3
CRJ 103	Communication Within the Criminal Justice Field	3

*NOTE: This course must be completed before attending the Western Nevada State Peace Officer Academy*

#### Program Requirements 30.5 Units

CRJ 266*	Western Nevada State Peace Officer Academy	27
EMS 100	Healthcare Provider CPR	0.5
EMS 113	First Responder	3

\* Spring and summer class that will fulfill the POST requirement

#### General Education Requirements 12 Units

English/Communications Requirement: <i>Recommended: ENG 101</i>	3
Mathematics Requirement	3
Science Requirement	3
U.S. and Nevada Constitution Requirement	3

*A list of all courses filling general education requirements for the Associate of Applied Science can be found on the Associate of Applied Science page.*

Note: Documentation and current health insurance (card) required.

#### CRIMINAL JUSTICE - Suggested Course Sequence

FIRST SEMESTER	Completed	THIRD SEMESTER	Completed
CRJ 101	3 <input type="checkbox"/>	CRJ 230	3 <input type="checkbox"/>
CRJ 103	3 <input type="checkbox"/>	CRJ 270	3 <input type="checkbox"/>
General Education Course	3 <input type="checkbox"/>	General Education Course	3 <input type="checkbox"/>
SECOND SEMESTER	Completed	FOURTH SEMESTER	Completed
CRJ 102	3 <input type="checkbox"/>	CRJ 266	27 <input type="checkbox"/>
CRJ 164	3 <input type="checkbox"/>	EMS 100	0.5 <input type="checkbox"/>
CRJ 220	3 <input type="checkbox"/>	EMS 113	3 <input type="checkbox"/>
General Education Course	3 <input type="checkbox"/>	General Education Course	3 <input type="checkbox"/>

#### ASSOCIATE OF APPLIED SCIENCE - CRIMINAL JUSTICE LAW ENFORCEMENT/ACADEMY - Mission & Outcomes

**Mission:** The purpose of the Associate of Applied Science in Criminal Justice/Law Enforcement Academy (Western Nevada State Peace Officer Academy) is to provide employment-related knowledge and skills necessary to succeed in a chosen field of study.

**Student Learning Outcomes:** Students who complete the Associate of Applied Science in Criminal Justice/Law Enforcement Academy are expected to demonstrate that they

- Have met the general education requirements of WNC
- Maintain proper professional attitude for law enforcement
- Articulate the legal requirements of search and seizure
- Recognize and evaluate criminal law
- Process crime scenes
- Maintain crime scenes
- Analyze theories for committing crimes
- Are prepared to take and pass the Police Officer Standards and Training test to become deputy sheriffs, police officers, juvenile probation officers, attorney general investigators, district attorney investigators, parole and probation officers, and correctional officers

#### TIP: WNC also offers . . .

Associate of Arts - Criminal Justice • *See page 8*

Certificate of Achievement - Law Enforcement Academy • *See page 35*

Certificate of Achievement - 9-1-1 Dispatch Telecommunications • *See page 35*

Certification Preparation - Public Safety Telecommunicator • *See page 39*

Certification Preparation - Western Nevada State Peace Officer Academy • *See page 39*



## DEAF STUDIES

Associate of Applied Science Degree

The Deaf Studies degree will help students develop knowledge about American Sign Language, cultural impacts related to being deaf or hard of hearing, and the state of Nevada statutory regulations which govern interpreting.

**Salary:** \$36,630–\$63,750 / year (Nevada)

**Career Outlook:** Faster than average growth

**Good To Know:** Interpreters may be paid by the day, often by the courts, schools or health care facilities. New laws may require more interpreters.

**WNC Academic Division:** Career and Technical Education

**Total Requirements:** 60 units

Program Requirements		36 Units
AM 140*	American Sign Language I/II	6
AM 141**	American Sign Language III/IV	6
AM 149	American Sign Language V	4
AM 150	American Sign Language VI	4
AM 151	Fingerspelling I	1
AM 152	Fingerspelling II	1
AM 153	Deaf Culture	3
AM 154	Deaf History	3
AM 215	Conversational ASL	4
AM 216	Receptive ASL	4

General Education Requirements		24 Units
English/Communications Requirements: <i>Must include a writing course</i>		6
Human Relations Requirement		3
Humanities/Social Science Requirement		3
Mathematics Requirement: MATH 120 or higher		3
Science Requirement		3
U.S. and Nevada Constitution Requirement		3
General Elective (Theatre 105 recommended)		3

A list of all courses filling general education requirements for the Associate of Applied Science degree can be found on the Associate of Applied Science page.

**NOTE:**

\*AM 145 and AM 146 may be completed in lieu of AM 140 for slower paced courses.

\*\*AM 147 and AM 148 may be completed in lieu of AM 141 for slower paced courses.

### DEAF STUDIES - Suggested Course Sequence

<b>FIRST SEMESTER</b>	Completed	<b>THIRD SEMESTER</b>	Completed
AM 140*	6 <input type="checkbox"/>	AM 149	4 <input type="checkbox"/>
AM 151	1 <input type="checkbox"/>	AM 215	4 <input type="checkbox"/>
AM 154	3 <input type="checkbox"/>	Math Course	3 <input type="checkbox"/>
English/Comm. Course	3 <input type="checkbox"/>	U.S & Nevada Const.	3 <input type="checkbox"/>
Human Relations Course	3 <input type="checkbox"/>		
		<b>FOURTH SEMESTER</b>	Completed
<b>SECOND SEMESTER</b>	Completed	AM 150	4 <input type="checkbox"/>
AM 141**	6 <input type="checkbox"/>	AM 216	4 <input type="checkbox"/>
AM 152	1 <input type="checkbox"/>	General Elective	3 <input type="checkbox"/>
AM 153	3 <input type="checkbox"/>	(Theatre 105 Recommended)	
English/Comm. Course	3 <input type="checkbox"/>	Science Course	3 <input type="checkbox"/>
Hum./ Soc. Science Course	3 <input type="checkbox"/>		

### ASSOCIATE OF APPLIED SCIENCE - DEAF STUDIES

#### Mission & Outcomes

**Associate of Applied Science Mission:** The mission of the Western Nevada College Deaf Studies AAS Degree Program is to provide quality education to students, thus developing their comprehensive expressive/receptive skills in American Sign Language, fingerspelling fluency and knowledge of the history and culture of people who are deaf or hard of hearing. Students are provided a strong foundation in which to enter numerous high-demand professional fields that provide services to deaf or hard of hearing people.

**Student Learning Outcomes:** Upon completing the Deaf Studies Associate of Applied Science degree, students will be able to:

- Produce basic expressive/receptive sign language communicative skills
- Demonstrate appropriate ASL linguistic and grammatical structure in signing
- Demonstrate functional language aptitude in American Sign Language
- Produce basic expressive/receptive signing of personal heredity and cultural traditions
- Produce basic expressive/receptive signing of biographic and autobiographic events
- Produce basic expressive/receptive signing of number systems - functional & abstract
- Produce basic expressive/receptive signing of major life activities and special occasions
- Demonstrate knowledge of linguistic, cultural, educational and social aspects of people who are deaf or hard of hearing
- Demonstrate basic knowledge of historical, political, audiological, educational and linguistic in relation to the history of people who are deaf or hard of hearing
- Demonstrate basic fluency in receptive and expressive pragmatics and production of fingerspelling in ASL

### TIP: WNC also offers . . .

Certificate of Achievement - American Sign Language • See page 32

Certification Preparation - Interpreting • See page 39

## GRAPHIC COMMUNICATIONS

Associate of Applied Science Degree

The Graphic Communications program is designed for students who seek quick access to career fields involving print design, web design, multimedia, digital video, and animation.

**Salary:** \$35,240–\$56,920 / year (Nevada)

**Career Outlook:** Above average growth. Opportunity due to expansion of the Internet and need for web page design

**Good To Know:** Creativity is important; more talented designers can earn more.

**WNC Academic Division:** Career and Technical Education

**Total Requirements:** 60 units

<b>Program Requirements</b>		42 Units
ART 100	Visual Foundations	3
ART 101	Drawing I	3
GRC 103	Intro to Computer Graphics	3
GRC 109	Color and Design	3
GRC 144	Electronic Layout and Typography	3
GRC 156	Computer Illustration I	3
GRC 175	Web Design and Publishing I	3
GRC 179	Multi Media Design & Production	3
GRC 183	Electronic Imaging	3
GRC 188	Web Animation and Interactivity I	3
GRC 275	Web Design & Publishing	3
GRC 283	Electronic Imaging II	3
GRC 294	Professional Portfolio	3

**Choose 3 units from the following:**

ART 115	Beginning Clay Sculpture	3
ART 124	Beginning Printmaking	3
ART 127	Watercolor I	3
ART 135	Photography I	3
ART 141	Introduction to Digital Photography I	3
ART 160	Art Appreciation	3
ART 211	Ceramics I	3
ART 216	Sculpture I	3
ART 231	Painting I	3
ART 245	Digital Media	3
ART 260	Survey Art History I	3
ART 261	Survey of Art History II	3

**General Education Requirements** 18 Units

English/Communications Requirement	6
Human Relations Requirement: <i>PSY or SOC recommended</i>	3
Mathematics Requirement	3
Science Requirement	3
U.S. and Nevada Constitution Requirements	3

*A list of all courses filling general education requirements for the Associate of Applied Science can be found on the Associate of Applied Science page.*

### GRAPHIC COMMUNICATIONS - Suggested Course Sequence

FIRST SEMESTER	Completed	THIRD SEMESTER	Completed
ART 100	3 <input type="checkbox"/>	GRC 144	3 <input type="checkbox"/>
ART 101	3 <input type="checkbox"/>	GRC 188	3 <input type="checkbox"/>
GRC 103	3 <input type="checkbox"/>	GRC 275	3 <input type="checkbox"/>
GRC 109	3 <input type="checkbox"/>	GRC 283	3 <input type="checkbox"/>
General Ed Courses	3 <input type="checkbox"/>	General Ed Courses	3 <input type="checkbox"/>
SECOND SEMESTER	Completed	FOURTH SEMESTER	Completed
GRC 156	3 <input type="checkbox"/>	GRC 179	3 <input type="checkbox"/>
GRC 175	3 <input type="checkbox"/>	GRC 294	3 <input type="checkbox"/>
GRC 183	3 <input type="checkbox"/>	General Ed Courses	6 <input type="checkbox"/>
General Ed Courses	6 <input type="checkbox"/>	Program Elective	3 <input type="checkbox"/>

### ASSOCIATE OF APPLIED SCIENCE - GRAPHIC COMMUNICATIONS

#### Mission & Outcomes

**Mission:** The Associate of Applied Science degree in Graphic Communications will provide employment-related knowledge and skills necessary to succeed in the graphic communications field. The degree will meet educational criteria for employment and prepare the student for possible transfer to other colleges and universities to meet higher educational and professional goals.

**Student Learning Outcomes:** Associate of Applied Science in Graphic Communications graduates are expected to research design problems, demonstrate technical skills, implement design concepts, work collaboratively, and perform successful presentations.

**TIP: WNC also offers . . .**

Certificate of Achievement - Graphic Communications • See page 36



Technology  
**INDUSTRIAL TECHNOLOGY - GENERAL**  
 Associate of Applied Science-Technology Degree

The Technology degree is designed to develop vocational skills and functional knowledge that can be applied in a variety of industries and facilities with a focus on installation, maintenance and management of technical and mechanical systems. A broad base of study in electronics, fluid power, mechanical systems, machine tool, welding and wiring is offered. Hands-on practice and theoretical knowledge will prepare individuals for a variety of entry-level electrical/mechanical technician positions or technical support positions in the industrial, manufacturing, technology or commercial environments.

**Salary:** \$44,470-\$68,900  
**Career Outlook:** Above Average Growth  
**Good To Know:** Leads to employment as a maintenance or industrial technician  
**WNC Academic Division:** Career and Technical Education

**Total Requirements:** 60 units

<b>Program Requirements</b>		36 Units
AIT 101	Fundamentals of Applied Industrial Technology	4
AIT 102	Measurement Tools and Methods	2
AIT 121	Electrical Control Systems	2
AIT 155	Applied Hands-on AIT Labs	2
AIT 201	Pneumatic Power Technologies	3
DFT 110	Blueprint Reading for Industry	3
ELM 143	Wiring Techniques	2
ET 131	DC for Electronics	4
MT 160	Hydraulic Power Technologies	3
MTT 105	Machine Shop I	3
MTT 110	Machine Shop II	3
WELD 211	Welding I	3
WELD 212	Welding Practice I	2

<b>General Education Requirements</b>		24 Units
English/Communications Requirement: <i>Recommended: BUS 107</i>		
<i>Must include a writing course</i>		6
Human Relations: <i>Recommended: BUS 110</i>		3
Humanities/Social Science Requirements		3
Mathematics Requirement: <i>Recommended: MATH 110</i>		3
Science Requirement		3
U.S. and Nevada Constitution Requirement		3
General Elective		3

*A list of all courses filling general education requirements for the Associate of Applied Science can be found on the Associate of Applied Science page.*

TECHNOLOGY - Suggested Course Sequence			
FIRST SEMESTER	Completed	THIRD SEMESTER	Completed
MTT 105	3 <input type="checkbox"/>	AIT 201	3 <input type="checkbox"/>
ELM 143	2 <input type="checkbox"/>	MT 160	3 <input type="checkbox"/>
ET 131	4 <input type="checkbox"/>	WELD 211	3 <input type="checkbox"/>
English Course (BUS 107 recommended)	3 <input type="checkbox"/>	Human Relations Course	3 <input type="checkbox"/>
Science Course	3 <input type="checkbox"/>	Humanities/ Social Science Course	3 <input type="checkbox"/>
SECOND SEMESTER	Completed	FOURTH SEMESTER	Completed
AIT 101	4 <input type="checkbox"/>	AIT 155	2 <input type="checkbox"/>
AIT 102	2 <input type="checkbox"/>	AIT 121	2 <input type="checkbox"/>
MTT 110	3 <input type="checkbox"/>	DFT 110	3 <input type="checkbox"/>
English Course	3 <input type="checkbox"/>	WELD 212	2 <input type="checkbox"/>
Mathematics Course	3 <input type="checkbox"/>	General Elective	3 <input type="checkbox"/>
		U.S./Nevada Constitution	3 <input type="checkbox"/>

**ASSOCIATE OF APPLIED SCIENCE - TECHNOLOGY**  
**Mission & Outcomes**

**Mission:** The purpose of the Associate of Applied Science degree in Technology is to provide employment-related knowledge and skills necessary to succeed in a chosen field of study.

**Student Learning Outcomes:** Students who complete programs in occupational areas are expected to demonstrate that they:

- Know the subject matter appropriate to the emphasis of the degree.
- Are able to:
  - communicate effectively and appropriately, in oral and written form.
  - locate, evaluate and properly utilize the tools and resources appropriate to a technology professional.
  - acquire skills and perform tasks necessary for employment or career enhancement.
- Have developed:
  - an appreciation of the importance of social, ethical, legal and diversity issues.
  - an appreciation of the need and importance of lifelong learning.

**TIP: WNC also offers . . .**

- Associate of Applied Science-Technology • *Automated Systems* • See page 16
- Associate of Applied Science-Technology • *Construction* • See page 20
- Associate of Applied Science-Technology • *Machine Tool* • See page 25
- Associate of Applied Science-Technology • *Welding* • See page 30

CAREER DEGREE



Technology  
**MACHINE TOOL**

Associate of Applied Science -Technology Degree

The Machine Tool specialization of the AAS Technology degree provides competency-based training for students who are interested in working in the machine trades field as a machinist, CNC programmer or machine operator. Hands-on learning is a focus of the courses students take in this industrial technology specialization.

**Salary:** \$36,700–\$57,820 / year (Nevada)

**Career Outlook:** Average growth. Jobs available due to difficulty finding skilled workers

**Good To Know:** Often work with computerized numerical control (CNC) machines

**WNC Academic Division:** Career and Technical Education

**Total Requirements:** 60 units

<b>Program Requirements</b>		36 Units
DFT 110	Blueprint Reading For Industry	3
MTT 105	Machine Shop I	3
MTT 106	Machine Shop Practice I	2
MTT 110	Machine Shop II	3
MTT 111	Machine Shop Practice II	2
MTT 230	Computer Numerical Control I	4
MTT 232	Computer Numerical Control II	4
MTT 250	Machine Shop III	3
MTT 251	Machine Shop Practice III	2
MTT 260	Machine Shop IV	3

**Choose 7 units from the following program electives:**

AIT 101	Fundamentals of Applied Industrial Technology	4
MTT 261	Machine Projects	1-6
MTT 262	Machine Shop Practice IV	2
MTT 292	Computer-Aided Manufacturing I	4
MTT 293	Computer-Aided Manufacturing II	4
MTT 295	Work Experience	1-6
Any MTT course		1-6
Related WELD or other technical/trade course		1-6

**General Education Requirements** 24 Units

English/Communications Requirement: <i>Recommended: BUS 107, Must include a writing course</i>	6
Human Relations: <i>Recommended: BUS 110</i>	3
Humanities/Social Science Requirements	3
Mathematics Requirement: <i>Recommended: MATH 110</i>	3
Science Requirement	3
U.S. and Nevada Constitution Requirement	3
General Elective	3

A list of all courses filling general education requirements for the Associate of Applied Science can be found on the Associate of Applied Science page.

MACHINE TOOL - Suggested Course Sequence			
FIRST SEMESTER	Completed	THIRD SEMESTER	Completed
MTT 105	3 <input type="checkbox"/>	MTT 230	4 <input type="checkbox"/>
MTT 106	2 <input type="checkbox"/>	MTT 250	3 <input type="checkbox"/>
English Course		MTT 251	2 <input type="checkbox"/>
(Bus 107 Recommended)	3 <input type="checkbox"/>	Humanities/Social Science Course	3 <input type="checkbox"/>
Human Relations Course	3 <input type="checkbox"/>	Program Elective	3 <input type="checkbox"/>
Science Course	3 <input type="checkbox"/>		
SECOND SEMESTER	Completed	FOURTH SEMESTER	Completed
DFT 110	2 <input type="checkbox"/>	MTT 232	4 <input type="checkbox"/>
MTT 110	3 <input type="checkbox"/>	MTT 260	3 <input type="checkbox"/>
MTT 111	2 <input type="checkbox"/>	General Elective	3 <input type="checkbox"/>
English Course	3 <input type="checkbox"/>	Program Elective	3 <input type="checkbox"/>
Mathematics Course	3 <input type="checkbox"/>	U.S./Nevada Constitution	3 <input type="checkbox"/>

**ASSOCIATE OF APPLIED SCIENCE - TECHNOLOGY**

**Mission & Outcomes**

**Mission:** The purpose of the Associate of Applied Science degree in Technology is to provide employment-related knowledge and skills necessary to succeed in a chosen field of study.

**Student Learning Outcomes:** Students who complete programs in occupational areas are expected to demonstrate that they:

- Know the subject matter appropriate to the emphasis of the degree.
- Are able to:
  - communicate effectively and appropriately, in oral and written form.
  - locate, evaluate and properly utilize the tools and resources appropriate to a technology professional.
  - acquire skills and perform tasks necessary for employment or career enhancement
- Have developed:
  - an appreciation of the importance of social, ethical, legal and diversity issues.
  - an appreciation of the need and importance of lifelong learning.

CAREER DEGREE

**TIP: WNC also offers . . .**

Certificate of Achievement - Machine Tool Technology • See page 37



## MANAGEMENT

### Associate of Applied Science Degree

The Management degree is designed to provide a foundation for employment in a variety of business/managerial positions.

**Salary:** \$60,640–\$140,630 / year (Nevada)

**Career Outlook:** Above average growth

**Good To Know:** Managers work in almost every industry. Computer industries, consulting firms, government agencies and businesses are major employers.

**WNC Academic Division:** Career and Technical Education

**Total Requirements:** 60 units

**Program Requirements** 45 Units

ACC 201	Financial Accounting	3
ACC 202	Managerial Accounting	3
BUS 101	Introduction to Business	3
or MGT 103	Introduction to Small Business Management	
BUS 273	Business Law I	3
ECON 102	Principles of Microeconomics	3
ECON 103	Principles of Macroeconomics	3
IS 101	Introduction to Information Systems	3
IS 201	Computer Applications	3
MGT 201	Principles of Management	3
MGT 212	Leadership & Human Relations	3
MGT 283	Introduction to Human Resources Management	3
MKT 210	Marketing Principles	3

**Choose 9 units from the following:**

BUS 101	Introduction to Business	3
ECON 261	Principles of Statistics I	3
ECON 262	Principles of Statistics II	3
FIN 101	Personal Finance	3
MGT 103	Introduction to Small Business Management	3
MGT 235	Organizational Behavior	3
MGT 247	Industrial Management	3
MKT 111	Introduction to Merchandising	3
MKT 127	Introduction to Retailing	3
MKT 262	Introduction to Advertising	3

**General Education Requirements** 15 Units

English/Communications Requirement: *Recommended: BUS 107 & BUS 108;*

*Must include a writing course* 6

Mathematics Requirement: *BUS 109 or higher level mathematics course* 3

Science Requirement 3

U.S. and Nevada Constitution Requirement 3

*A list of all courses filling general education requirements for the Associate of Applied Science can be found on the Associate of Applied Science page.*

### MANAGEMENT - Suggested Course Sequence

FIRST SEMESTER	Completed	THIRD SEMESTER	Completed
ACC 201	3 <input type="checkbox"/>	IS 101	3 <input type="checkbox"/>
BUS 101 or MGT 103	3 <input type="checkbox"/>	MGT 283	3 <input type="checkbox"/>
BUS 107	3 <input type="checkbox"/>	Program Electives	9 <input type="checkbox"/>
BUS 109 or higher	3 <input type="checkbox"/>		
ECON 102	3 <input type="checkbox"/>	FOURTH SEMESTER	Completed
		BUS 273	3 <input type="checkbox"/>
SECOND SEMESTER	Completed	IS 201	3 <input type="checkbox"/>
ACC 202	3 <input type="checkbox"/>	MKT 210	3 <input type="checkbox"/>
BUS 108	3 <input type="checkbox"/>	Science Course	3 <input type="checkbox"/>
ECON 103	3 <input type="checkbox"/>	U.S./Nevada Constitution	3 <input type="checkbox"/>
MGT 201	3 <input type="checkbox"/>		
MGT 212	3 <input type="checkbox"/>		

### MANAGEMENT - Mission & Outcomes

**Mission:** The purpose of the AAS Management degree is to provide the knowledge and skills necessary to be a successful manager.

**Student Learning Outcomes:** Upon completing the AAS Management degree, students will be able to:

- Provide employment related knowledge and skills
- Know subject matter
- Understand accounting principles and their importance to the business environment
- Demonstrate managerial and personal skills
- Demonstrate oral, written, computational and computer skills
- Utilize appropriate resources to remain current in their field
- Appreciate the importance of social, ethical, legal and diversity issues

**TIP: WNC also offers . . .**

Certificate of Achievement - Retail Management • *See page 37*



## NURSING

Associate of Applied Science

WNC's Associate Degree Nursing Program is intended for students seeking a career as a registered nurse. The curriculum is sequenced and progresses in complexity. It integrates knowledge from the bio/psycho/social sciences, and humanities and is intended to prepare graduates to pass the national licensure examination (NCLEX-RN) and to function as registered nurses in diverse care settings. Upon completion of the Associate Degree Nursing Program, students will be awarded an Associate of Applied Science degree. Graduates are eligible to sit for the NCLEX-RN. The nursing program is approved by the Nevada State Board of Nursing and is accredited by the National League for Nursing Accrediting Commission, 3343 Peachtree Road NE, Suite 850, Atlanta, GA 30326, ph: 404-975-5000. Applicants are advised that eligibility for licensure may be affected by the existence of a criminal record, a history of alcohol or drug abuse, and mental or physical illness that may interfere with the practice of nursing. Applicants are encouraged to directly contact the Nevada State Board of Nursing at 1-775-687-7700 should there be a concern regarding eligibility for licensure. Applicants may also use the NSBN link found on the Nursing & Allied Health web page for information regarding how the board processes applicant information and identifies convictions/situations under which the NSBN will deny application for licensure. A limited number of qualified students are admitted as first semester students utilizing the selection criteria outlined below. The nursing program requires that pre-and co-requisite courses be completed with a grade of "C" or better (a C- or lower will not be accepted). Students admitted to the program are required to attend mandatory orientation sessions scheduled for late spring or early summer and prior to the start of classes.



## NURSING

Associate of Applied Science Degree

**Salary:** \$71,300-\$89,890 / year (Nevada)

**Career Outlook:** High growth, especially in home health care & nursing homes

**Good To Know:** Hospital nurses tend to earn more than nurses in doctors' offices; may include working days, nights, weekends or holidays

**WNC Academic Division:** Nursing and Allied Health

**Total Requirements:** 71 units

<b>Prerequisite Courses*</b>		21 Units
BIOL 223*	Human Anatomy and Physiology I	4
BIOL 224*	Human Anatomy and Physiology II	4
BIOL 251*	General Microbiology	4
ENG 101	Composition I	3
MATH 120	Fundamentals of College Mathematics	3
or MATH 126	Precalculus I	
or higher MATH course		
PSY 101	General Psychology	3
or SOC 101	Principles of Sociology	

\*Chemistry: Show evidence of completion of high school chemistry from a regionally accredited school within the last three years or completion of CHEM 121 (4 units) or CHEM 110 (4 units) within ten years of program application. \*BIOL 223 & BIOL 224 must be completed at the same college or university at an institution other than within Nevada System of Higher Education. Statue of Limitation for science courses is 10 years by the date of application to the nursing program.

<b>First Year: Fall Semester Courses</b>		13 Units
ENG 102*	Composition II	3
NURS 136	Foundations of Nursing Theory	3
NURS 137	Foundations of Nursing Laboratory	1
NURS 138	Foundations of Nursing Clinical	2
NURS 147	Health Assessment Theory	2
NURS 148	Health Assessment Laboratory	1
NURS 152	Foundations of Pharmacology in Nursing I	1

\* Indicates corequisite. Corequisite courses must be completed by the end of the fourth semester of the nursing program.

<b>First Year: Spring Semester Courses</b>		14 Units
NURS 149	Mental Health and Illness Theory	3
NURS 151	Mental Health and Illness Clinical	1
NURS 153	Foundations of Pharmacology in Nursing II	1
NURS 165	Medical Surgical Nursing I Theory	3
NURS 166	Medical Surgical Nursing I Laboratory	1
NURS 167	Medical Surgical Nursing I Clinical	2
PSY 101*	General Psychology	3
or SOC 101*	Principles of Sociology	

\* Indicates corequisite. Corequisite courses must be completed by the end of the fourth semester of the nursing program.

<b>Second Year: Fall Semester Courses**</b>		12 Units
NURS 263	Nursing Care Childbearing Family Theory	2
NURS 264	Nursing Care of the Childbearing Family Laboratory	1
NURS 265	Nursing Care of the Childbearing Family Clinical	1
NURS 270	Advanced Clinical Nursing I Theory	3
NURS 271	Advanced Clinical Nursing I Clinical	2

U.S./Nevada Constitutions Course (PSC 103, HIST 111, or CH 203 recommended)\* 3

\* See the Associate of Applied Science page for more information on courses fulfilling the general education requirement

<b>Second Year: Spring Semester**</b>		11 Units
NURS 266	Pediatric Nursing Theory	2
NURS 267	Pediatric Nursing Laboratory	1
NURS 268	Pediatric Nursing Clinical	1
NURS 276	Advanced Medical Surgical Nursing II Theory	3
NURS 277	Advanced Medical Surgical Nursing II Clinical	2
NURS 284	Role of the ADN Manager of Care	2

Note: \*\* The sequence of some courses for the second year fall and spring semester may be altered. Completion of Biology 223, 224 and 251 fulfills the science general education requirement for the Associate of Applied Science in Nursing.

**NURSING ADMISSION/SELECTION CRITERIA**

Science GPA (BIOL & CHEM prerequisite courses)	2.0-2.49 (2)	2.5-2.99 (4)	3.0-3.49 (6)	3.5-4.0 (8)
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GPA (pre- and corequisite courses)	2.0-2.49 (1)	2.5-2.99 (2)	3.0-3.49 (3)	3.5-4.0 (4)
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(A grade of C or better is required for all pre and corequisite courses in the nursing program. A C- or lower will not be accepted.)

**Academic Skills Test**

1-4 points will be awarded based on test scores. (A minimum cut score is required for each subtest.)

**Completion of corequisite units**

3-6 (1)	7-9 (2)
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Nevada Resident: An applicant who is classified as a Nevada resident for tuition purposes at Western Nevada College at the time of application to the nursing program will be awarded one (1) point in the nursing admissions selection criteria.  
Maximum Possible Points: 19

Admission to the nursing program will be based on special admission procedures and the number of points an applicant receives. Eligible students will be numerically ranked according to total points. In the event of applicants having an equal number of points, lots will be drawn to decide eligibility. Admission will be offered to the applicants on the list with the highest priority points. Applicants not selected will not be carried forward and must reapply for consideration.

**TIP: WNC also offers . . .**

Certification Preparation - Certified Nursing Assistant • See page 38

Certification Preparation - Emergency Medical Services • See page 38

Certification Preparation - Laboratory Technician-Phlebotomy • See page 38

**Nursing Program Application Process**

Apply for admission to Western Nevada College and the WNC nursing program. Applications for the next fall are available on the WNC Nursing & Allied Health web site on or after January 2. The last date for submission of an application to Admissions and Records is April 1.

**Prerequisites:** Students must complete all prerequisite courses with a grade of "C" or better to apply for the nursing program. (C- or lower will not be accepted.) Students may apply for admission into the nursing program while in the process of completing a prerequisite course(s), providing the course is completed by the end of the applicable spring semester or, if taken at another institution, an official transcript showing completion of the course is provided by June 1 of the year of application. Evidence of courses in progress must be submitted by the application deadline.

**Corequisites:** Students who are accepted into the nursing program must complete all corequisite courses with a grade of "C" or better by the end of the fourth semester of the program. (A grade of C- or lower will not be accepted.) Any corequisite course(s) completed with a "C" or better prior to admission into the nursing program will be calculated into the grade point average under admission selection criteria.

**Academic Skills Testing:** Students are required to take an academic skills test as part of the application process. Visit [www.wnc.edu/academics/division/nalh/](http://www.wnc.edu/academics/division/nalh/) after September for specific information.

**Residency:** An applicant who is classified as a Nevada resident for tuition purposes at WNC at the time of application to the nursing program will be awarded one point in the nursing admissions/selection criteria. **Application and Supporting Documents:** Submit the completed application with supporting documents, which include the academic skills test results and all required college and university transcripts, as appropriate to Admissions and Records in the time frame delineated on the nursing program application.

## Other Important Information

- Nursing learning activities are scheduled on and off campus, days, evenings and weekends.
- Course organization requires students to have basic computer skills, including the ability to navigate various online learning programs.
- Clinical experiences take place at long-term health care facilities, acute care hospitals, clinics and day care centers
- A grade of C (75 percent) or better is required in all nursing courses to continue in the nursing program. A grade of C- or lower will not be accepted.
- Students not admitted to the nursing program must reapply to be considered for admission the following year.
- Nursing students are expected to meet the Nursing Student Essential Functions as discussed on the nursing web site.
- Documentation and currency of the following is required after acceptance into the nursing program and prior to the start of classes:
  - An acceptable physical examination, and required immunizations and tests.
  - CPR certification (card required) through the American Heart Association (Health Care Provider) or the American Red Cross (Professional Rescuer).
  - Major medical health insurance (card required).
  - An acceptable background check.

A background check is required by health care organizations. Students will be conditionally accepted into WNC's nursing program until their background check information is approved by the clinical sites. Should clinical sites not approve a student, the conditional acceptance will be withdrawn, and the student will not be admitted into the nursing program.

Drug screening may also be required by clinical sites. Students will be informed of the requirement when necessary.

## Students Requesting Transfer & Re-Admission Readmission Policy for the Nursing Program

A student who matriculated into the Western Nevada College nursing program may be readmitted one time following a withdrawal/failure. A written request for an exemption to the policy for such reasons as medical or military concerns will be considered by the Nursing Program Readmission Committee.

Students are eligible to be considered for readmission or transfer into the nursing program using a point system and on a space available basis.

Students seeking readmission or transfer into the nursing program will be required to demonstrate currency of knowledge and skills by passing competency evaluations for selected nursing theory and nursing laboratory courses previously successfully completed. Students may choose the option to repeat those courses, or will be required to repeat those courses if the competency examinations are not successfully passed. A score of 75% or more is required for each theory competency evaluation and a passing grade is required for selected skill competencies, including basic nursing assessment skills.

Students should contact the nursing program administrative assistant for information regarding fees and scheduling of competency evaluations. Students who withdraw from or who failed a course or courses that are related (e.g. NURS 136, 137 and 138) will be required to repeat all courses in the sequence.

Nursing courses taken more than three years prior to reapplication or prior to transfer application will not be accepted and will need to be repeated.

Students seeking readmission or transfer into the nursing program will be required to submit an acceptable background check.

The Nursing Program Readmission Committee will review applications of students who are seeking readmission into the program. The committee acknowledges the responsibility to readmit students, who in the judgment of the committee, satisfy the requirements of scholarship and professional suitability for nursing. The committee reserves the right to deny readmission based on a history of unprofessional conduct which violates the ANA Code of Ethics.

## ASSOCIATE OF APPLIED SCIENCE - NURSING Mission & Outcomes

**Mission:** The mission of the nursing program at Western Nevada College is to meet the nursing educational needs of the service area. The program prepares qualified students to function as entry-level registered nurses and transfer to higher degree programs. To accomplish this mission, the curriculum incorporates the National League for Nursing core components of nursing practice that are essential to the work of registered nurses. Graduates are prepared to function in a variety of health care settings, providing culturally sensitive, holistic nursing care to individuals and families across the lifespan. The nursing faculty supports graduate competency in an evolving and complex health care environment by facilitating the students' development of clinical judgment, promoting professional behaviors, and fostering lifelong learning.

**Student Learning Outcomes:** Students who complete an Associate of Applied Science degree with a major in nursing will be expected to demonstrate the ability to:

- Integrate knowledge derived from the bio/psycho/social sciences, humanities, and nursing to achieve deliberative and competent decision-making that is grounded in evidence based practice to achieve best practice outcomes
- Utilize therapeutic communication skills when interacting with patients and their families
- Communicate and document accurate information about patients in a concise and clear manner
- Collaborate with patients, families and health care personnel to achieve positive patient outcomes
- Utilize information literacy skills to integrate research findings that guide (or lead to) best practice decisions
- Utilize the nursing process in a competent and caring manner to safely meet the bio/psycho/social/cultural and spiritual needs of patients across the lifespan in a variety of health care settings
- Provide care that reflects the ethical values of nursing within professional practice standards and the legal parameters of the profession
- Apply concepts of cultural awareness, cultural sensitivity and respect for persons when working with diverse populations
- Provide and manage care through the efficient and effective use of human, physical, financial, and technical resources to meet patient needs
- Demonstrate accountability (professionalism) through identification of self-learning needs and continued professional development
- Utilize principles of teaching and learning to meet the bio/psycho/social/cultural/spiritual needs of patients and their families



Technology  
**WELDING**

Associate of Applied Science - Technology Degree

The Welding specialization of the AAS Technology degree provides opportunities to practice and prepare for welding certification exams, and allows students to explore other industrial skills that are used in a variety of occupations and businesses.

**Salary:** \$32,280–\$56,090 / year (Nevada)

**Career Outlook:** Average growth

**Good To Know:** Certification required for many jobs

**WNC Academic Division:** Career and Technical Education

**Total Requirements:** 60 units

**Program Requirements** 36 Units

DFT 110	Blueprint Reading for Industry	3
WELD 211	Welding I	3
WELD 212	Welding I Practice	2
WELD 221	Welding II	3
WELD 222	Welding II Practice	2
WELD 231	Welding III	3
WELD 232	Welding III Practice	2
WELD 241	Welding IV	3
WELD 242	Welding IV Practice	2
WELD 250	Welding Certification Preparation	1–12

**Choose 1-12 units from the following program electives:**

AIT 101	Fundamentals of Applied Industrial Technology	4
ET 131	DC for Electronics	4
ELM 143	Wiring Techniques	2
MTT 105	Machine Shop I	3
WELD 151	Metallurgy I	3
WELD 224	Welding Projects	1–6
WELD 290	Internship in Welding	1–4
WELD	Related Welding Courses	1–3

**General Education Requirements** 24 Units

English/Communications Requirement: <i>Recommended: BUS 107</i>	6
<i>Must include a writing course</i>	
Human Relations: <i>Recommended: BUS 110</i>	3
Humanities/Social Science Requirements	3
Mathematics Requirement: <i>Recommended: MATH 110</i>	3
Science Requirement	3
U.S. and Nevada Constitution Requirements	3
General Elective	3

A list of all courses filling general education requirements for the Associate of Applied Science can be found on the Associate of Applied Science page.

WELDING - Suggested Course Sequence			
<b>FIRST SEMESTER</b>	Completed	<b>THIRD SEMESTER</b>	Completed
WELD 211	3 <input type="checkbox"/>	WELD 231	3 <input type="checkbox"/>
WELD 212	2 <input type="checkbox"/>	WELD 232	2 <input type="checkbox"/>
English Course		General Elective	3 <input type="checkbox"/>
(BUS 107 Recommended)	3 <input type="checkbox"/>	Humanities/ Social Science Course	3 <input type="checkbox"/>
Human Relations Course	3 <input type="checkbox"/>	Program Elective	3-5 <input type="checkbox"/>
Science Course	3 <input type="checkbox"/>		
<b>SECOND SEMESTER</b>	Completed	<b>FOURTH SEMESTER</b>	Completed
English Course	3 <input type="checkbox"/>	WELD 241	3 <input type="checkbox"/>
Mathematics Course	3 <input type="checkbox"/>	WELD 242	2 <input type="checkbox"/>
DFT 110	3 <input type="checkbox"/>	WELD 250	4 <input type="checkbox"/>
Program Elective	1-3 <input type="checkbox"/>	Program Elective	3-5 <input type="checkbox"/>
WELD 221	3 <input type="checkbox"/>	U.S./Nevada Constitution	3 <input type="checkbox"/>
WELD 222	2 <input type="checkbox"/>		

**ASSOCIATE OF APPLIED SCIENCE - TECHNOLOGY**

**Mission & Outcomes**

**Mission:** The purpose of the Associate of Applied Science degree in Technology is to provide employment-related knowledge and skills necessary to succeed in a chosen field of study.

**Student Learning Outcomes:** Students who complete programs in occupational areas are expected to demonstrate that they:

- Know the subject matter appropriate to the emphasis of the degree.
- Are able to:
  - communicate effectively and appropriately, in oral and written form.
  - locate, evaluate and properly utilize the tools and resources appropriate to a technology professional.
  - acquire skills and perform tasks necessary for employment or career enhancement.
- Have developed:
  - an appreciation of the importance of social, ethical, legal and diversity issues.
  - an appreciation of the need and importance of lifelong learning.

**American Welding Society  
Accreditation**

The Andy Butti Welding Technology Center  
is the only accredited welding testing facility  
in northern Nevada.

**TIP: WNC also offers . . .**

Certificate of Achievement - Welding Technology • See page 37

Certification Preparation - Welding • See page 39

# Certificate of Achievement

## CAREER DEVELOPMENT

For those desiring a shorter course of study, WNC offers certificates of achievement in many occupational areas. Students enrolled in any of these programs will benefit from "hands-on" laboratory experience within their major field. They will enter the job market with specific skills and knowledge useful for employment and advancement. A minimum of 30 units is required for any certificate of achievement, although the exact number of units required may differ with particular subject matter.

All certificates include general education requirements which can be fulfilled from the following list of courses. In some cases, courses may not transfer to other Nevada community colleges and Nevada State College or to other colleges and universities. See a WNC counselor for the latest transfer information. Courses with a number under 100 (such as ENG 095) are not applicable toward a certificate of achievement at WNC.

**REQUIREMENTS:** 30 total units chosen from the following categories:

**ENGLISH/COMMUNICATIONS REQUIREMENTS** - 3-6 units.

*Must include a writing course*

Business: 107, 108

Communication: 101, 102, 113

Criminal Justice: 103

English

Journalism: 201

Reading

Writing Course (Business 108, English 100, 101, 102, 107 or any other 200 level English class.)

**HUMAN RELATIONS REQUIREMENT** - 1-3 units.

Anthropology: 101, 201

Business: 110, 287

Counseling and Personal Development: 117, 129

Criminal Justice: 270

Early Childhood Education: 121

Human Development & Family Studies: 201, 202

Management: 201, 212, 283

Psychology (except for PSY 210)

Sociology (except for SOC 210)

**MATHEMATICS REQUIREMENT** - 3 units.

Business: 109

Economics: 261, 262

Mathematics

Psychology: 210

Real Estate: 102

Sociology: 210

Statistics: 152

**PROGRAM REQUIREMENTS** - Varies by subject.

30 units are required for any certificate of achievement, although the exact number of units required may differ with particular subject matter.

**CERTIFICATE OF ACHIEVEMENT - Mission and Outcomes**

**Mission:** The purpose of the Certificate of Achievement is to provide employment-related knowledge and skills.

**Student Learning Outcomes:** Students who complete a Certificate of Achievement are expected to demonstrate that they:

- know the subject matter appropriate to the emphasis of the certificate.
- are able to do the following:
  - acquire the skills necessary for employment or career enhancement.
  - successfully represent themselves to a potential employer.
  - demonstrate effective communication and computational skills appropriate to the certificate area.
  - utilize appropriate resources for remaining current in the certificate area.
- have developed an appreciation of the importance of social, ethical, legal and diversity issues.



## AMERICAN SIGN LANGUAGE

Certificate of Achievement

**WNC Academic Division:** Career and Technical Education

**Total Requirements:** 30 units

<b>Program Requirements</b>		18 Units
AM 140*	American Sign Language I/II	6
AM 141**	American Sign Language III/IV	6
AM 151	Fingerspelling I	1
AM 152	Fingerspelling II	1
Any other AM course		4

<b>General Education Requirements</b>		12 Units
English/Communications Requirements: <i>Must include a writing course</i>		6
Human Relations Requirement		3
Mathematics Requirement		3
<i>A list of all courses filling general education requirements for the Certificate of Achievement can be found on the Certificate of Achievement page.</i>		

\*Students can take AM 145 and AM 146 in lieu of AM 140 for slower paced courses.  
 \*\*Students can take AM 147 and AM 148 in lieu of AM 141 for slower paced courses.

## AUTOMOTIVE MECHANICS

Certificate of Achievement

**WNC Academic Division:** Career and Technical Education

**Total Requirements:** 31 units

<b>Program Requirements</b>		19 Units
AUTO 101	Introduction to General Mechanics	3
AUTO 115	Auto Electricity & Electronics I	4
AUTO 145	Automotive Brakes	4
AUTO 155	Steering & Suspension	4
AUTO 225	Engine Performance I/Fuel & Ignition	4

<b>General Education Requirements</b>		12 Units
English/Communications Requirements: <i>Must include a writing course</i>		6
Human Relations Requirement: <i>Recommended: BUS 110</i>		1
Mathematics Requirement		3
General Electives		2
<i>A list of all courses filling general education requirements for the Certificate of Achievement can be found on the Certificate of Achievement page.</i>		

## Automotive Technology National Certification

Following an extensive examination of its courses, instructors and facilities, Western has earned a certification from the National Automotive Technicians Education Foundation (NATEF).



SKILL DEVELOPMENT



## BOOKKEEPING

Certificate of Achievement

This course of study is for working professionals and students who wish to advance their career in the bookkeeping profession. Upon successful completion, students will be able to sit for a nationally administered exam given by the American Institute of Professional Bookkeepers. Once a student passes this exam and obtains two years of bookkeeping experience, individuals earn the right to call themselves "Certified Bookkeepers". To maintain certification, individuals are required to obtain 60 hours of continuing education over a three-year period.

### WNC Academic Division: Career and Technical Education

<b>Total Requirements:</b> 30-33 units		
<b>Program Requirements</b>		21-24 Units
ACC 135	Bookkeeping I	3
& ACC 201	Financial Accounting	3
or ACC 201	Financial Accounting	
& ACC 202	Managerial Accounting	
ACC 220	Microcomputer Accounting Systems	3
or ACC 223	Introduction to Quickbooks	
BUS 110	Human Relations For Employment	3
or MGT 201	Principles of Management	
or MGT 212	Leadership & Human Relations	
or MGT 283	Introduction to Human Resources Management	
IS 101	Introduction to Information Systems	3
IS 201	Computer Applications	3

#### Choose 3-6 units from the following:

ACC 105	Taxation For Individuals	3
ACC 180	Payroll & Employee Benefit Accounting	3
ACC 198	Special Topics in Accounting	3
ACC 203	Intermediate Accounting I	3
ACC 220	Microcomputer Accounting Systems	3
ACC 223	Introduction to QuickBooks	3
ACC 261	Governmental Accounting	3
ACC 290	Certified Bookkeeper Course	6
ACC 299	Advanced Special Topics in Accounting	3

#### General Education Requirements 9 Units

English/Communications Requirements: *Recommended: BUS 107, BUS 108;*

*Must include a writing course* 6

Mathematics Requirement: *BUS 109 or higher level mathematics course* 3

*A list of all courses filling general education requirements for the Certificate of Achievement can be found on the Certificate of Achievement page.*

BOOKKEEPING - Suggested Course Sequence			
FIRST SEMESTER	Completed	SECOND SEMESTER	Completed
ACC 135 or ACC 201	3 <input type="checkbox"/>	ACC 201 or ACC 202	3 <input type="checkbox"/>
BUS 108 or Eng/Comm	3 <input type="checkbox"/>	ACC 220	3 <input type="checkbox"/>
BUS 109 or higher math	3 <input type="checkbox"/>	Accounting Elective	3-6 <input type="checkbox"/>
BUS 110, MGT 201, MGT 212 or MGT 283	3 <input type="checkbox"/>	BUS 107 or Eng/Comm	3 <input type="checkbox"/>
IS 101	3 <input type="checkbox"/>	IS 201	3 <input type="checkbox"/>

## BUSINESS

Certificate of Achievement

### WNC Academic Division: Career and Technical Education

<b>Total Requirements:</b> 30 units		
<b>Program Requirements</b>		21 Units
ACC 135	Bookkeeping I	3
or ACC 201	Financial Accounting	
BUS 101	Introduction to Business	3
or MGT 103	Introduction to Small Business Management	
BUS 107*	Business Speech Communications	3
BUS 110	Human Relations For Employment	3
or MGT 212	Leadership & Human Relations	
BUS 112	Customer Service	3
or MKT 261	Introduction to Public Relations	
or MKT 210	Marketing Principles	
IS 101	Introduction to Information Systems	3
or IS 201	Computer Applications	
MGT 201	Principles of Management	3
or MGT 235	Organizational Behavior	

\* BUS 107 is strongly recommended; COM 101 or 113 is acceptable in lieu of BUS 107

#### General Education Requirements 9 Units

English/Communications Requirements: *Recommended: BUS 108;*

*Must be a writing course* 3

Mathematics Requirement: *BUS 109 or higher level mathematics course* 3

General Electives 3

*A list of all courses filling general education requirements for the Certificate of Achievement can be found on the Certificate of Achievement page.*

BUSINESS - Suggested Course Sequence			
FIRST SEMESTER	Completed	SECOND SEMESTER	Completed
ACC 135 or ACC 201	3 <input type="checkbox"/>	BUS 108	3 <input type="checkbox"/>
BUS 101 or MGT 103	3 <input type="checkbox"/>	BUS 109	3 <input type="checkbox"/>
BUS 107	3 <input type="checkbox"/>	BUS 112, MKT 261	
BUS 110 or MGT 212	3 <input type="checkbox"/>	or MKT 210	3 <input type="checkbox"/>
IS 101 or IS 201	3 <input type="checkbox"/>	MGT 201 or MGT 235	3 <input type="checkbox"/>
		Elective	3 <input type="checkbox"/>

#### CERTIFICATE OF BUSINESS - Mission & Outcomes

**Mission:** The purpose of the Certificate of Achievement in Business is to provide the knowledge and skills necessary to succeed in the business environment.

**Student Learning Outcomes:** Upon completing the Certificate in Business, students will be able to: Provide employment related knowledge and skills; Know subject matter; understand accounting principles and their importance to the business environment; demonstrate managerial and personal skills; demonstrate oral, written, computational and computer skills; utilize appropriate resources to remain current in their field; appreciate the importance of social, ethical, legal and diversity issues.

**SKILL DEVELOPMENT**



## COMPUTER TECHNOLOGY

Network Support Technician Certificate of Achievement

**WNC Academic Division:** Career and Technical Education

**Total Requirements:** 33 – 35 units

Program Requirements		26 Units
CIT 161	Essentials of Information Security	3
CIT 263	Introduction To IT Project Management	3
CSCO 120	CCNA Interworking Fundamentals	4
CSCO 121	CCNA Routing Protocols & Concepts	4
CSCO 130	Fundamentals of Wireless LANs	4
CSCO 220	CCNA LAN Switching & Wireless Fundamentals	4
CSCO 221	CCNA WAN Fundamentals	4

**General Education Requirements** 7–9 Units

English/Communications Requirements: <i>Must include a writing course</i>	3
Human Relations Requirement	1–3
Mathematics Requirement	3

*A list of all courses filling general education requirements for the Certificate of Achievement can be found on the Certificate of Achievement page.*

### COMPUTER TECHNOLOGY - NETWORK SUPPORT TECHNICIAN Suggested Course Sequence

FIRST SEMESTER	Completed	SECOND SEMESTER	Completed
CIT 263	3 <input type="checkbox"/>	CIT 161	3 <input type="checkbox"/>
CSCO 120	4 <input type="checkbox"/>	CSCO 130	4 <input type="checkbox"/>
CSCO 121	4 <input type="checkbox"/>	CSCO 220	4 <input type="checkbox"/>
English Course	3 <input type="checkbox"/>	CSCO 221	4 <input type="checkbox"/>
Mathematics Course	3 <input type="checkbox"/>	Human Relations Course	1-3 <input type="checkbox"/>

### CERTIFICATE OF ACHIEVEMENT - COMPUTER TECHNOLOGY NETWORK TECHNICIAN - Mission & Outcomes

**Mission:** The purpose of the Network Support Technician certificate is to provide students with the knowledge and skills needed to succeed in their chosen careers.

**Student Learning Outcomes:** Students in the Computer Technology Certificate programs are expected to:

Know:

- the competencies required to successfully pass information technology certification exams.

Are able to:

- demonstrate the skills and competencies required of professionals in the information technology industry in real-world practice.
- communicate effectively and appropriately, in oral and written form, with employees, colleagues and lay people.
- locate, evaluate and properly utilize the tools and resources appropriate to an information technology professional.

Appreciate:

- the need for continuing education and lifelong learning.



## COMPUTER TECHNOLOGY

System Administration Technician Certificate of Achievement

**WNC Academic Division:** Career and Technical Education

**Total Requirements:** 33 – 35 units

Program Requirements		26 Units
CIT 161	Essentials of Information Security	3
CIT 211	Microsoft Networking I	4
CIT 212	Microsoft Networking II	4
CIT 213	Microsoft Networking III	4
CIT 214	Microsoft Networking IV	4
CIT 215	Microsoft Networking V	4
or CIT 165	Introduction to Convergence	
or ET 155	Home Technology Convergence	
CIT 263	Introduction to IT Project Management	3

**General Education Requirements** 7–9 Units

English/Communications Requirements: <i>Must include a writing course</i>	3
Human Relations Requirement	1–3
Mathematics Requirement	3

*A list of all courses filling general education requirements for the Certificate of Achievement can be found on the Certificate of Achievement page.*

### COMPUTER TECHNOLOGY - SYSTEM ADMINISTRATION TECHNICIAN Suggested Course Sequence

FIRST SEMESTER	Completed	SECOND SEMESTER	Completed
CIT 211	4 <input type="checkbox"/>	CIT 161	3 <input type="checkbox"/>
CIT 212	4 <input type="checkbox"/>	CIT 213	4 <input type="checkbox"/>
CIT 263	3 <input type="checkbox"/>	CIT 214	4 <input type="checkbox"/>
English Course	3 <input type="checkbox"/>	CIT 215	4 <input type="checkbox"/>
Mathematics Course	3 <input type="checkbox"/>	Human Relations Course	1-3 <input type="checkbox"/>

### CERTIFICATE OF ACHIEVEMENT - COMPUTER TECHNOLOGY SYSTEM ADMINISTRATION TECHNICIAN - Mission & Outcomes

**Mission:** The purpose of the System Administration Technician certificate is to provide students with the knowledge and skills needed to succeed in their chosen careers.

**Student Learning Outcomes:** Students in the Computer Technology Certificate programs are expected to:

Know:

- the competencies required to successfully pass information technology certification exams

Are able to:

- demonstrate the skills and competencies required of professionals in the information technology industry in real-world practice
- communicate effectively and appropriately, in oral and written form, with employees, colleagues and lay people
- locate, evaluate and properly utilize the tools and resources appropriate to an information technology professional

Appreciate:

- the need for continuing education and lifelong learning

## CRIMINAL JUSTICE

### 9-1-1 Dispatch Telecommunications Certificate of Achievement

The Public Safety Telecommunicator course, commonly called the 9-1-1 Dispatch program, is offered each spring semester in the evenings. Look for CRJ 260 in the WNC class schedule.

The course is designed to train students in the exciting field of emergency 9-1-1 dispatching. Candidates will learn radio communication skills, map reading skills, CPR and first aid, laws, crime classifications, and crisis intervention techniques. Participants will also be required to ride along with police and fire departments and participate in 32 hours at a dispatch center.

Students will attend the 12-unit semester-long program on Monday, Tuesday and Wednesday evenings from 6-10 p.m. Each day, before classroom instruction, candidates will spend one hour in the computer lab, working on keyboarding skills. Students will need to attend classes on the final two weekends of the semester for their final exams. Exams will consist of dispatching for the WNC police cadets during their high risk vehicle stops and domestic violence scenarios.

After graduation, candidates will be prepared to apply for jobs at fire departments, police and sheriff's agencies, taxi cab companies, ambulance companies, or any place that has dispatching needs.

#### WNC Academic Division: Career and Technical Education

**Total Requirements:** 31 – 34 units

Program Requirements		21-22 Units
CRJ 260	911 Dispatch Emergency Telecommunicator Academy	12
CRJ 101	Introduction to Criminal Justice I	3
CRJ 102	Introduction to Criminal Justice II	3
SPAN 101	Spanish, Conversational I	3-4
or SPAN 111	First Year Spanish I	

**General Education Requirements** 10–12 Units

English/Communications Requirements: <i>Must include writing course</i>	6
Human Relations Requirement	1–3
Mathematics Requirement	3

*A list of all courses filling general education requirements for the Certificate of Achievement can be found on the Certificate of Achievement page.*

#### CRIMINAL JUSTICE: 9-1-1 DISPATCH TELECOMMUNICATIONS Mission & Outcomes

**Mission:** The Public Safety Telecommunicator course strives to enhance the student's ability to be successful in his or her career, future learning and personal life. The class component objectives are designed to develop lifelong learning habits, improving critical thinking skills, promote cultural diversity and awareness, and enhance communication skills. The Department of Public Service continues to respond to and anticipate needs in education and training, to provide a safer, professional and ethical atmosphere within the various criminal justice vocations.

**Student Learning Outcomes:** Upon completing the 9-1-1 Dispatch Telecommunications Certificate of Achievement program, students will be able to:

- Meet the general education requirements of WNC
- Demonstrate knowledge of computer technology as it pertains to a dispatch center
- Demonstrate the importance of good verbal and written communications
- Demonstrate multi-tasking techniques within the dispatch setting
- Have an acute awareness of cultural diversity
- Demonstrate a professional attitude for dispatchers

## CRIMINAL JUSTICE

### Law Enforcement/Academy Certificate of Achievement

#### WNC Academic Division: Career and Technical Education

**Total Requirements:** 39.5 units

Program Requirements		33.5 Units
CRJ 103	Communication Within the Criminal Justice Field	3
CRJ 266*	Western Nevada State Peace Officer Academy	27
NOTE: CRJ 103 must be taken before attending academy		
EMS 100	Healthcare Provider CPR	0.5
EMS 113	First Responder	3
* Spring and summer class that will fulfill the POST requirement		

**General Education Requirements** 6 Units

English/Communications Requirements: <i>Recommended: ENG 101</i>	3
Mathematics Requirement	3

*A list of all courses filling general education requirements for the Certificate of Achievement can be found on the Certificate of Achievement page.*

#### CERTIFICATE OF ACHIEVEMENT - CRIMINAL JUSTICE LAW ENFORCEMENT/ACADEMY - Mission & Outcomes

**Mission:** The purpose of the Certificate of Achievement in Law Enforcement is to ensure that the students have the necessary knowledge and skills to become a peace officer in the state of Nevada and to take and pass the Peace Officers Standards and Training test.

#### Student Learning Outcomes:

- Prepare to become a law enforcement officers in the state of Nevada by obtaining all necessary education and skills required by the state of Nevada
- Be properly prepared to take and pass the Police Officers Standards and Training test for the state of Nevada



SKILL DEVELOPMENT

## EARLY CHILDHOOD EDUCATION

Certificate of Achievement

**WNC Academic Division:** Career and Technical Education

**Total Requirements:** 30 credits

<b>Subject Requirements</b>		21 Credits
ECE 121	Parent Care Relations	1
ECE 122	Observation Skills	1
ECE 129	Environment For Infant & Toddler	1
ECE 204	Principles of Child Guidance	3
ECE 231	Preschool Practicum: Early Childhood Lab	3
ECE 250	Introduction to Early Childhood Education	3
ECE 251	Curriculum in Early Childhood Education	3
HDFS 201	Life Span Human Development	3

Choose 1-3 credits from related courses in any of the following subject areas:

Early Childhood Education, Psychology, Human Development & Family Studies 3

**General Education Requirements** 9 Credits

English/Communications Requirements: Recommended: BUS 108;

Must include a writing course 6

Mathematics Requirement: Recommended: BUS 109 3

*A list of all courses filling general education requirements for the Certificate of Achievement can be found on the Certificate of Achievement page.*

### CERTIFICATE OF ACHIEVEMENT - EARLY CHILDHOOD EDUCATION Mission & Outcomes

**Mission:** The Early Childhood Education Certificate of Achievement will provide the academic knowledge and skills for employment in a variety of child care settings.

**Student Learning Outcomes:** Upon completion of the Early Childhood Education certificate program, the student will be able to:

- recognize and organize a physical environment that supports age appropriate development in young children.
- plan and implement activities that meet the psychosocial, physical and cognitive needs of children in a child care setting.
- develop strategies for maintaining a safe and healthy child care environment.

## GRAPHIC COMMUNICATIONS

Certificate of Achievement

**WNC Academic Division:** Career and Technical Education

**Total Requirements:** 30 units

<b>Program Requirements</b>		21 Units
ART 100	Visual Foundations	3
GRC 103	Intro to Computer Graphics	3
GRC 109	Color and Design	3
GRC 144	Electronic Layout and Typography	3
GRC 156	Computer Illustration I	3
GRC 175	Web Design and Publishing I	3
GRC 183	Electronic Imaging	3

**General Education Requirements** 9 Units

English/Communications Requirements: *writing course required* 3

Human Relations Requirement: *PSY or SOC recommended* 3

Mathematics Requirement 3

*A list of all courses filling general education requirements for the Certificate of Achievement can be found on the Certificate of Achievement page.*

### CERTIFICATE OF ACHIEVEMENT - GRAPHIC COMMUNICATIONS Mission & Outcomes

**Mission:** The purpose of the Graphic Communications Certificate of Achievement is to provide basic knowledge and skills necessary to enter the graphic communications field.

**Student Learning Outcomes:** Graphic Communications certificate program graduates should acquire basic skills and perform tasks necessary for employment or career enhancement.

## MACHINE TOOL TECHNOLOGY

Certificate of Achievement

**WNC Academic Division:** Career and Technical Education

**Total Requirements:** 30 units

<b>Program Requirements</b>		20 Units
DFT 110	Blueprint Reading For Industry	3
or CONS 120	Blueprint Reading and Specification	
MTT 105	Machine Shop I	3
MTT 106	Machine Shop Practice I	2
MTT 110	Machine Shop II	3
MTT 111	Machine Shop Practice II	2
MTT 230	Computer Numerical Control I	4
Related machine shop courses		3

### General Education Requirements

10 Units

English/Communications Requirements: <i>Recommended: BUS 108;</i> <i>Must include a writing course</i>	6
Human Relations Requirement	1
Mathematics Requirement: <i>MATH 110 recommended</i>	3

*A list of all courses filling general education requirements for the Certificate of Achievement can be found on the Certificate of Achievement page.*

### CERTIFICATE OF ACHIEVEMENT - MACHINE TOOL TECHNOLOGY

#### Mission & Outcomes

**Mission:** The mission of the Certificate of Achievement in Machine Tool Technology is to provide the student with the skills and knowledge to succeed in the machining industry.

**Student Learning Outcomes:** Students who complete an Certificate of Achievement in Machine Tool Technology are expected to:

- know the subject matter appropriate to the Certificate of Achievement in Machine Tool Technology
- use skills and knowledge needed for acquiring employment
- have the confidence needed for seeking employment



## RETAIL MANAGEMENT

Certificate of Achievement

Western Nevada College offers a 30-unit Certificate of Achievement in Retail Management to prepare students for a career in the retail business. A retail management career incorporates buying, merchandising, promotion, management, operations, finance and computer applications.

Required classes for the Retail Management Certificate of Achievement are in business and business communications, accounting, information systems, management and marketing, and many serve as a ladder to business degrees. The WNC program provides students an opportunity to earn a relevant certificate, and the classes are also required for associate degrees. Most are also transferable to four-year colleges. The certificate may particularly benefit employees interested in moving up to supervisory and management positions.

**WNC Academic Division:** Career and Technical Education

**Total Requirements:** 30 units

<b>Program Requirements</b>		21 Units
ACC 135	Bookkeeping I	3
or ACC 201	Financial Accounting	
BUS 110	Human Relations For Employment	3
or BUS 112	Customer Service	
IS 101	Introduction to Information Systems	3
or IS 201	Computer Applications	
MGT 201	Principles of Management	3
or MGT 235	Organizational Behavior	
or MGT 283	Introduction to Human Resources Management	
MGT 212	Leadership & Human Relations	3
MKT 127	Introduction to Retailing	3
MKT 210	Marketing Principles	3

### General Education Requirements

9 Units

English/Communications: <i>Recommended: BUS 107, BUS 108;</i> <i>Must include a writing course</i>	6
Mathematics Requirement: <i>Recommended: BUS 109</i>	3

*A list of all courses filling general education requirements for the Certificate of Achievement can be found on the Certificate of Achievement page.*

## WELDING TECHNOLOGY

Certificate of Achievement

**WNC Academic Division:** Career and Technical Education

**Total Requirements:** 30 units

<b>Program Requirements</b>		18 Units
WELD 211	Welding I	3
WELD 212	Welding I Practice	2
WELD 221	Welding II	3
WELD 222	Welding II Practice	2
WELD 250	Welding Certification Preparation	6
Welding Elective		2

### General Education Requirements

12 Units

English/Communications Requirements: <i>Must include a writing course</i>	6
Human Relations Requirement: <i>Recommended: BUS 110</i>	3
Mathematics Requirement	3

*A list of all courses filling general education requirements for the Certificate of Achievement can be found on the Certificate of Achievement page.*

SKILL DEVELOPMENT



# Certification & Licensing Preparation

## SKILL DEVELOPMENT

Certification and licensing preparation programs are designed to prepare students to take state or other certified licensing exams. It is important to note that while these programs prepare students to obtain a certification, WNC does not grant any of these certifications. *While these course programs are designed to prepare students to take a licensing exam, the completion of these courses does not include the actual licensing exam and successful completion of the courses does not guarantee receiving the license or certification.*

WNC certification and licensing preparation programs include:

### ALLIED HEALTH

#### Certified Nursing Assistant

A certified nursing assistant class is offered through the Division of Nursing and Allied Health. The college offers NURS 130 - Nursing Assistant, a six-unit class that prepares students to take the Nevada licensing exam for certification as a nursing assistant.

A Certified Nursing Assistant is an individual who, under the direction of a licensed nurse, typically provides basic nursing care for patients in long-term and acute care institutions. CNAs are educated to assist patients with activities of daily living such as bathing, feeding and dressing, and to help maintain a safe and protective care environment. As they have extensive daily contact with patients, CNAs also play a key role in communicating information/observations to the nurse.

#### Emergency Medical Services

Emergency Medical Services courses are offered through the Division of Nursing and Allied Health. They include: EMS 100 - Healthcare Provider CPR, EMS 113 - First Responder, EMS 108 - EMT Basic, and EMS 112 - EMT enhanced (Intermediate). EMS courses are offered in a sequential series to prepare individuals with the knowledge and skills to assess and care for patients in an emergency or in an out-of-hospital setting. Completion of selected courses is designed to prepare students to take the National Registry Examination for EMT-Basic and the appropriate Nevada EMS certification examination for EMT Enhanced (Intermediate).

EMS 108 and EMS 112 are designed to meet the National Standard Curriculum published by the United States Department of Transportation, National Highway Traffic Safety Administration.

A background check may be required by some clinical sites prior to the start of clinical experiences. Information about how to meet this requirement will be explained by the course instructor. Drug screening may be required by health care organizations. See the Nursing & Allied Health web site for the process and procedures to follow.

Information . . . . 775-445-3296

#### Laboratory Technician-Phlebotomy

Phlebotomy classes (LTE 101 and LTE 102), which are offered through the Division of Nursing and Allied Health, are listed in the class schedule under the Laboratory Technician heading. These courses provide students with knowledge and skills necessary to perform the collection, identification, and preservation of specimens as applied to venipuncture techniques.

Phlebotomists are trained to collect blood specimens by safely performing skin puncture or venipuncture procedures on patients of all ages. They are required to adhere to strict policies and safety precautions designed to provide patient protection and comfort, and to assure safe handling of specimens throughout the collection process.

*NOTE: These courses have mandatory prerequisites. See the Nursing & Allied Health web pages for prerequisite information, and for required immunizations, tests, major medical insurance, and CPR certification. This information must be provided to the Nursing & Allied Health Office before permission to enroll in the course is granted. Information regarding how to submit prerequisite information required to qualify for enrollment into these courses is available on the Nursing & Allied Health web pages. Students are eligible to register after all required prerequisite information is received by the Nursing & Allied Health Office.*

### AUTOMOTIVE TECHNOLOGY

#### Certification and Licensing Preparation

Prepares students for Automotive Service Excellence Exams:

AUTO 115	Auto Electricity & Electronics I	4
AUTO 117	Advanced Auto Electronics	4
AUTO 145	Automotive Brakes	4
AUTO 155	Steering & Suspension	4
AUTO 225	Engine Performance I/Fuel & Ignition	4
AUTO 227	Engine Performance II/Emission	4
AUTO 227	Engine Performance III/Diagnostics	4

### BOOKKEEPER

#### Certification and Licensing Preparation

ACC 290	Certified Bookkeepers Course	6
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This course of study is for working professionals and students who wish to advance their career in the bookkeeping profession. Upon successful completion, students will be able to sit for a nationally administered exam given by the American Institute of Professional Bookkeepers. Once a student passes this exam and obtains two years of bookkeeping experience, individuals earn the right to call themselves "Certified Bookkeepers." To maintain certification, individuals are required to obtain 60 hours of continuing education over a three-year period.

### CISCO TECHNOLOGY (CSCO)

#### Certification and Licensing Preparation

Western Nevada College is an academy for the Cisco Networking Academy Program, offering programs leading to CCNA and CCNP industry certification. These courses help prepare students for a career working with Cisco networking hardware and equipment.

Course for Cisco and Comp TIA Security+ Exams:

CSCO 230	Fundamentals of Network Security	4
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Course for Building Scalable Cisco Internetworks Exam; required course to become a Cisco Certified Network Specialist:

CSCO 280	CCNP Advanced Routing	4
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Course for Implementing Secure Covered Wide Area Networks Exams; required course to become a Cisco Certified Network Specialist:

CSCO 281	CCNP Implementing Secure Covered Wide Area Networks	4
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Course for Multilayer Switching Exams; required course to become a Cisco Certified Network Specialist:

CSCO 282	CCNP Multilayer Switching	4
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For additional information, contact:  
CISCO Technology, Technology Division  
Reynolds Center for Technology 112A  
2201 West College Parkway



## CompTIA SECURITY+

Certification and Licensing Preparation

CompTIA Security+ is an international, vendor-neutral certification that demonstrates competency in: network security; compliance and operational security; threats and vulnerabilities; application, data and host security; access control and identity management; and cryptography.

CIT 161	Essentials of Information Security	3
Online class that provides students an introduction to practical network and computer security, and helps prepare for the Security+ exam.		

## CONSTRUCTION TECHNOLOGY

Certified Inspector of Structures - State of Nevada

These licensing programs fulfill the minimum course requirements needed for licensure as a certified inspector of structures-residential.

CONS 260	Certified Inspector of Structures-Residential	3
CONS 261	Under Floor Inspections-Certified Inspector	1
CONS 262	Above Floor Inspections-Certified Inspector	2
CONS 263	Supervised Residential Inspections for Certification	4

Information please contact State of Nevada, Real Estate Division, or Bill Oney . . . . . 775-445-3353

## CRIMINAL JUSTICE

### Public Safety Telecommunicator - (9-1-1 Dispatch Training)

WNC offers a 12-unit, semester-long course each spring to prepare individuals to enter the rewarding field of 9-1-1 dispatching. They must be 18 years old, possess a high school diploma or equivalent, and be able to type 40 WPM corrected. Forty hours of internship in a dispatch center is also required.

Information . . . . . 775-445-4408

### Western Nevada State Peace Officer Academy

WNC offers a 30-week, 30.5 unit course of study to prepare students for careers in law enforcement. The academy begins each January and meets all Nevada and POST certification requirements.

Early application is encouraged. Please note that there are two prerequisites. Potential students must successfully complete CRJ 103 with a grade of B or better and pass the pre-qualifying physical fitness standards at 80% or better.

Graduates will enhance their employability in attaining positions that require Category I and III peace officer certifications for police and sheriffs, investigators, parole and probation officers, bailiffs and jailers.

Information . . . . . 775-445-4408

[www.wnc.edu/post/](http://www.wnc.edu/post/)

**NEW!**

## DEAF STUDIES-INTERPRETING

Certification and Licensing Preparation

This course of study prepares students to take the Educational Interpreter Performance Assessment or the National Interpreter Certification Exam. Upon successful completion, students will be better qualified for a variety of careers including teaching, social work, psychology, speech and language pathology or any career that interacts with the Deaf.

### FIRST SEMESTER

AM 149	American Sign Language V	4
AM 201	Interpreting I	3
AM 215	Conversational American Sign Language	4

### SECOND SEMESTER

AM 150	American Sign Language VI	4
AM 202	Interpreting II	3
AM 216	Receptive American Sign Language	4

### THIRD SEMESTER

AM 203	Interpreting III	3
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## MICROSOFT CERTIFICATION

Certification and Licensing Preparation

Distinguishes individuals with technical expertise, and WNC offers classes that can help prepare students to take the exams. Coursework and hands-on lab exercises are designed to expose students to the theory and operation of the exam objectives, while a student's own background and experience will determine what additional preparation and practice are needed to pass the exam.

**Microsoft Certified Technology Specialist (MCTS)** - Certification proves skills on a particular Microsoft technology, such as a Windows operating system. Prepares student for:

CIT 211	Microsoft Certification Technology Specialist (MCTS) Windows Client Exam (currently Windows 7)
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### Microsoft Certified IT Professional (MCITP)

Certification proves a range of skills and abilities with Microsoft technologies.

Prepares student for:

CIT 212	Windows Server 2008 Administrator Exam
CIT 213	Windows Server 2008 Active Directory Exam
CIT 214	Windows Server 2008 Network Infrastructure Exam

## TEACHER EDUCATION

Certification and Licensing Preparation

WNC offers introductory courses in teacher education that can transfer to universities or colleges that offer a bachelor's degree in education including the University of Nevada, Reno and/or Nevada State College. These courses offer students a chance to prepare for a career in education. Through a well-established partnership with local schools, field experiences are an integral and early part of all teacher preparation courses. These courses can also be used to gain a substitute license or by paraprofessionals needing to qualify under "No Child Left Behind" legislation.

Students can transfer to NSC and take classes at WNC locations and online to earn a bachelor's degree and certification in elementary education.

They may also transfer to UNR to pursue a bachelor's degree & certification in:

- Elementary Education
- Special Education/Dual (SPED/Elem)
- Secondary Education (Middle/High School)

Information . . . . . 775-445-4253

## WELDING

Certification and Licensing Preparation

Students are introduced to the many welding certifications available by meeting the standards of the American Welding Society codes. Includes instruction on code certification required by the American Petroleum Institute and the American Society of Mechanical Engineers. May be repeated for up to 12 units.

WELD 250	Welding Certification Preparation	6
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Information . . . . . 775-445-3348



# Special Programs

## ECONOMIC DEVELOPMENT & CONTINUING EDUCATION

The college offers a number of non-credit programs and services through its Economic Development & Continuing Education division to educate WNC students, graduates, employers and the general public. Register/View classes at: [www.campusce.net/wnc](http://www.campusce.net/wnc)

### Community Education

Community Education offers non-credit, self-supporting, classes that enrich the cultural, social and recreational life of the community. These may include special interest courses, field trips and workshops.

The department also sponsors College for Kids, an educational enrichment program to challenge youth and offer learning experiences.

Carson City and Douglas.....775-445-4268  
Fallon & Rural Centers.....775-423-7565  
[www.wnc.edu/ce](http://www.wnc.edu/ce)

### Economic Development Center

The Economic Development Center of Western Nevada College provides educational opportunities and training solutions for business, industries and government or non-profit agencies. Assessment, instruction and evaluation are essential components of WNC's programs. Topics include supervisory training, industrial safety and customer service. Education and training for credit or non-credit can be delivered on-site or at WNC locations.

Carson & Douglas.....775-445-4458  
Fallon.....775-423-5847  
[www.wnc.edu/ce/edc/](http://www.wnc.edu/ce/edc/)

### Driver Education

New drivers can prepare for the challenges of driving (and driver license testing) in the Western Nevada College Driver Education Program. The non-credit course meets for 30 hours of classroom training and is open to students age 15 and over.

Information.....775-445-4458  
[www.wnc.edu/ce/drivereducation/](http://www.wnc.edu/ce/drivereducation/)

### Motorcycle Safety

The Motorcycle Safety program offers Basic Rider, Experienced Rider and Advanced Rider courses using curriculum from the Motorcycle Safety Foundation. Students who successfully complete the Basic Rider course receive certification which allows them to receive a Class M endorsement from the Nevada Department of Motor Vehicles. Experienced Rider and Advanced Rider courses are for riders who are looking to refresh or further develop their skills. The program operates April through October, and is open to those possessing a Class C permit or license.

Information.....775-445-4268  
[www.wnc.edu/ce/mrc/](http://www.wnc.edu/ce/mrc/)

### Specialty Crop Institute

The Specialty Crop Institute helps foster sustainable small farm agriculture. This innovative program combines classroom and on-farm learning for specialty crop production, outreach to remote and rural farmers, and collaboration with like-minded organizations to provide growers access to resources that increase their chances of success. Diverse short-term seminars and conferences are offered in numerous Nevada communities throughout the year.

Information.....775-351-2551  
E-mail.....[louhelaa@wnc.edu](mailto:louhelaa@wnc.edu)  
[www.wnc.edu/ce/sci/](http://www.wnc.edu/ce/sci/)



# Tip

## **MANAGE YOUR TIME WISELY...**

A 3-credit/unit class requires three hours of in-class time per week (a 4-credit/unit class requires four hours in class per week). For every one hour you spend in class, set aside a minimum of two extra hours of study time outside of class.

If I take \_\_\_\_\_ credits/units, then I should expect to spend \_\_\_\_\_ x 3 = \_\_\_\_\_ hours per week in class and studying.

Add this number of hours to the number of hours you are working, eating, sleeping, exercising, and socializing...do you have enough hours in the week?

# Tip

## **SUCCEED WITH ONLINE CLASSES ...**

Online and hybrid classes are delivered using the internet. These courses are not faster or easier than in-person classes, nor are they self-paced. Answer these questions truthfully...

- Are you self-motivated?
- Is your reading comprehension good?
- Do you have strong computer skills?
- Do you feel OK about missing the social elements in the classroom?
- Do you own a computer?
- Do you have high speed internet service?

# Tip

## **CHECKLIST FOR SUCCESS...**

### **VETERANS SERVICES**

The college maintains an office of Veterans Services on the Carson City campus. Information concerning veterans services is also available through Counseling Services and at WNC's outlying campuses. Persons who are eligible for veterans benefits include: honorably discharged veterans, children of 100 percent service-connected disabled veterans, and the widows and children of veterans who died in service or from service-connected disabilities.

### **DISABILITY SUPPORT SERVICES (DSS)**

Support services for WNC students with disabilities are provided through Counseling Services on the Carson City campus. For effective and timely services, students should submit their requests for assistance at least four weeks in advance.

Disability Services Carson City campus  
Bristlecone Building, Room 103  
445-3267 & 445-3266  
TTY: 445-4489 • [trists@wnc.edu](mailto:trists@wnc.edu)

### **TESTING**

Every student planning to register for English or math courses must either take placement tests, submit ACT/SAT scores (no more than two years old), or provide a transcript showing completion of prerequisite courses. Testing assesses a student's current skills in reading, writing and math, and helps students select the appropriate courses.

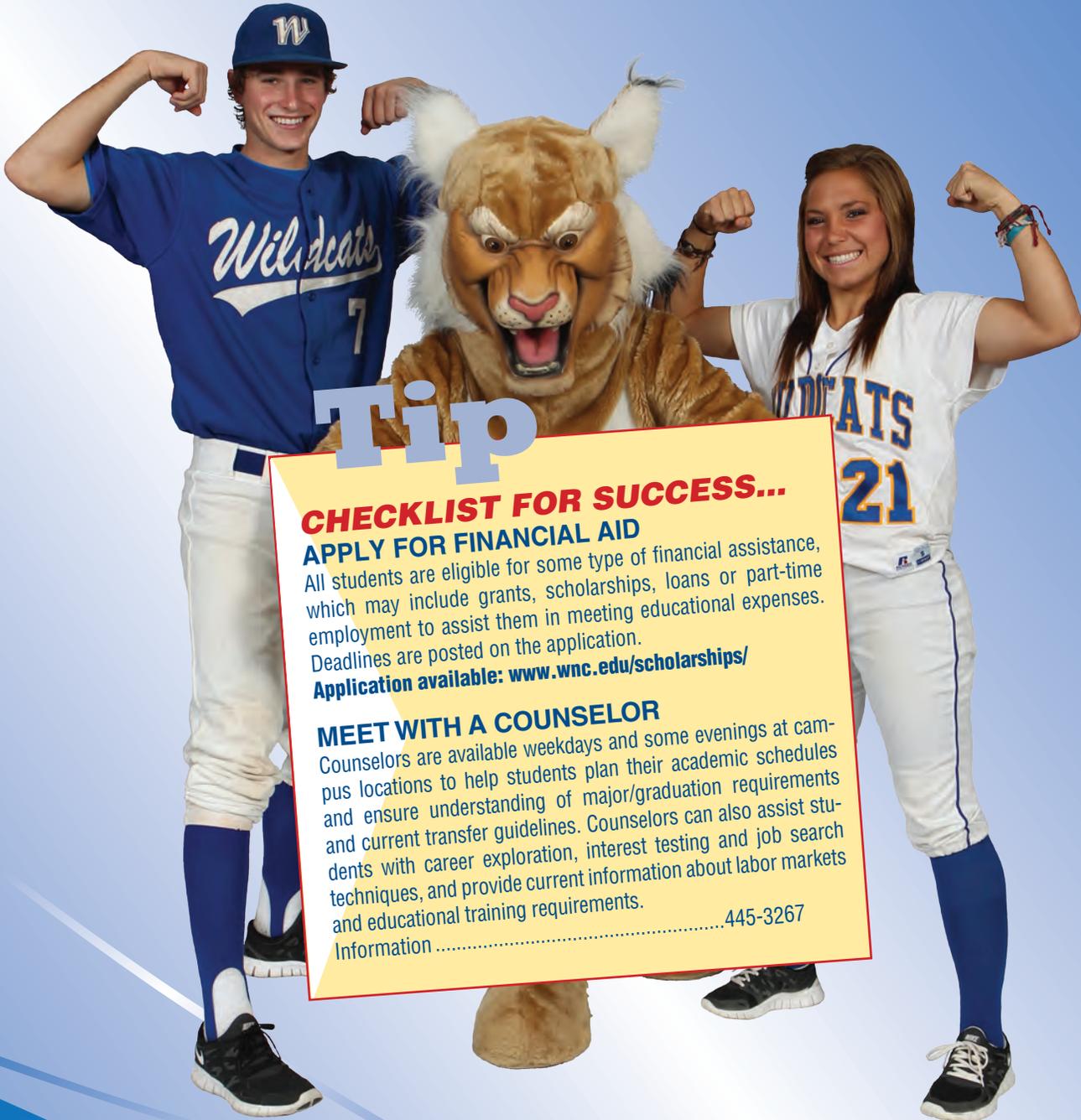
### **TRANSFER CENTER/CAREER CENTER**

The center provides a variety of services designed to assist transfer from WNC to another college or university as well as provide information regarding career descriptions, job outlook, work settings and preparation necessary to enter specific career fields.. The Transfer Center is available through Counseling Services at WNC campuses.



# WESTERN NEVADA COLLEGE

We're here to help make your transition to college easier.



## Tip

### **CHECKLIST FOR SUCCESS...**

#### **APPLY FOR FINANCIAL AID**

All students are eligible for some type of financial assistance, which may include grants, scholarships, loans or part-time employment to assist them in meeting educational expenses. Deadlines are posted on the application.

Application available: [www.wnc.edu/scholarships/](http://www.wnc.edu/scholarships/)

#### **MEET WITH A COUNSELOR**

Counselors are available weekdays and some evenings at campus locations to help students plan their academic schedules and ensure understanding of major/graduation requirements and current transfer guidelines. Counselors can also assist students with career exploration, interest testing and job search techniques, and provide current information about labor markets and educational training requirements.

Information .....445-3267

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Michaelyn McElhiney & Aubrey Leen

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